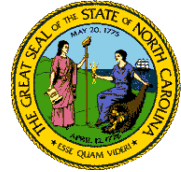


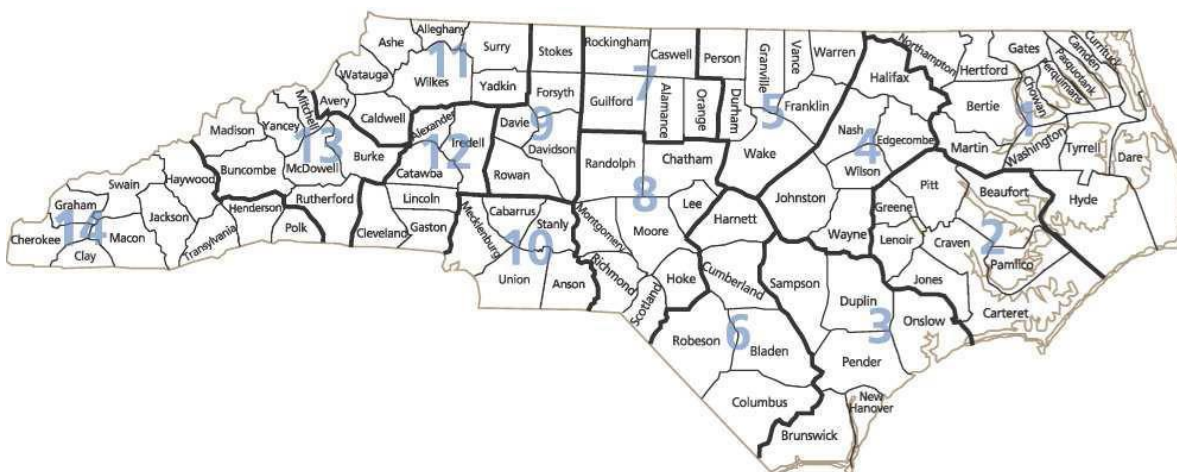


# North Carolina Department of Transportation Value Management Program



## NCDOT Value Management Program Policy and Guidelines

Version 6.0  
March 2016



## Forward

I have worked in Value Management since December 2010 and accepted the position of State Value Management Engineer in October 2013. As the State Value Management Engineer, it has been my personal goal to ensure that the administration of NCDOT's valuable programs is performed in such a manner as to fully utilize the knowledge and abilities of the talented pool of planners, designers, engineers, and construction personnel throughout the Department. I am grateful for the opportunity to work as a public servant and strive to make the Value Management Program an effective tool for the Department in doing its part for the great state of North Carolina.

As the population of North Carolina continues to grow, so do the demands of the State Department of Transportation. It is imperative, especially in this current fiscal environment, that the Department embrace the importance of value management principles. The ability to maximize the effectiveness of tax payer dollars is paramount to the Department's success in providing efficient, safe, and reliable transportation to the citizens of North Carolina. If there are any questions or comments regarding any facet of the NCDOT Value Management Program, please don't hesitate to contact me.

Thanks for all you do for the citizens of North Carolina.

Jessica Kuse, PE, CPM  
NCDOT State Value Management Engineer  
[jkuse@ncdot.gov](mailto:jkuse@ncdot.gov)  
919-707-4810

## Table of Contents

<b>FORWARD .....</b>	<b>1</b>
<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>INTRODUCTION .....</b>	<b>8</b>
<b>DISCLAIMER.....</b>	<b>8</b>
<b>1.0 VALUE MANAGEMENT PROGRAM (VMP) .....</b>	<b>9</b>
1.1 Purpose .....	9
1.2 Goals.....	10
1.3 Definitions .....	10
1.4 Roles and Responsibilities.....	10
1.5 VMP Processes .....	11
1.6 Outputs and Reports.....	11
1.7 Program Evaluation.....	11
<b>2.0 VALUE ENGINEERING PROGRAM (VEP) .....</b>	<b>13</b>
2.1 Purpose .....	13
2.2 Goals.....	13
2.3 Definitions .....	14
2.4 Roles and Responsibilities.....	14
2.5 VEP Processes .....	18
2.6 Outputs and Reports.....	27
2.7 Program Evaluation.....	31
<b>3.0 VALUE ENGINEERING CHANGE PROPOSAL PROGRAM (VECPP) .....</b>	<b>32</b>
3.1 Purpose .....	32
3.2 Goals.....	32
3.3 Definitions .....	32

3.4 Roles and Responsibilities .....	32
3.5 VECP Processes .....	32
3.6 Outputs and Reports .....	33
3.7 Program Evaluation.....	33
<b>4.0 RISK ASSESSMENT PROGRAM (RAP) .....</b>	<b>35</b>
4.1 Purpose .....	35
4.2 Goals .....	35
4.3 Definitions .....	35
4.4 Roles and Responsibilities .....	35
4.5 RAP Processes .....	35
4.6 Outputs and Reports .....	36
4.7 Program Evaluation.....	36
<b>5.0 PRODUCT EVALUATION PROGRAM (PEP).....</b>	<b>37</b>
5.1 Purpose .....	37
5.2 Goals .....	37
5.3 Definitions .....	37
5.4 Roles and Responsibilities .....	39
5.5 PEP Processes .....	42
5.6 Outputs and Reports .....	44
5.7 Program Evaluation.....	45
5.8 Recertification .....	45
5.9 Change Notification.....	45
5.10 File Retention .....	46
5.11 Proprietary Products or Processes .....	46
5.12 Recycled Content .....	46
5.13 Internal NCDOT Inventions.....	47
5.14 Program Disclaimer.....	47

<b>6.0 RESOURCE CONSERVATION PROGRAM (RCP)</b>	<b>48</b>
6.1 Purpose	48
6.2 Goals	49
6.3 Definitions	49
6.4 Roles and Responsibilities	49
6.5 Processes	52
6.6 Outputs and Reports	52
6.7 Program Evaluation	55
<b>7.0 CONSTRUCTABILITY REVIEW PROGRAM (CRP)</b>	<b>56</b>
7.1 Purpose	56
7.2 Goals	56
7.3 Definitions	56
7.4 Roles and Responsibilities	56
7.5 CRP Processes	57
7.6 Outputs and Reports	59
7.7 Program Evaluation	59
<b>8.0 CONSTRUCTION ASSESSMENT PROGRAM (CAP)</b>	<b>60</b>
8.1 Purpose	60
8.2 Goals	60
8.3 Definitions	60
8.4 Roles and Responsibilities	60
8.5 CAP Processes	60
8.6 Outputs and Reports	60
8.7 Program Evaluation	61
<b>APPENDIX A – FHWA CFR 23 PART 627 – VALUE ENGINEERING</b>	<b>62</b>
<b>APPENDIX B – NCDOT VMP POLICY</b>	<b>65</b>

.....65

**APPENDIX C – VALUE MANAGEMENT RETENTION GUIDELINES .....67**

## Acronyms and Definitions

AASHTO – American Association of State Highway and Transportation Officials

AGC – Associated General Contractors of America

CAP – Construction Assessment Program

CPI – Continuous Process Improvement

CR – Constructability Review

CRP – Constructability Review Program

CVS – Certified Value Specialist

Department – North Carolina Department of Transportation

D-B – Design-Build is an alternative project delivery method that combines both the project design and the construction under one contract

FFY – Federal Fiscal Year runs from October 1<sup>st</sup> through September 30<sup>th</sup> of each year

FHWA – Federal Highway Administration

NCDOT – North Carolina Department of Transportation

PDA – Performance Dashboard and Appraisal

PDEA – Project Development and Environmental Analysis Unit

PE – Professional Engineer

PEP – Product Evaluation Program

RA – Risk Assessment

RAP – Risk Assessment Program

RCP – Resource Conservation Program

RSA – Road Safety Assessment

SAVE – Society of American Value Engineers which is the US-based international professional society promoting the worldwide use of Value Engineering that governs the certification of Certified Value Specialists.

SFY – State Fiscal Year runs from July 1<sup>st</sup> through June 30<sup>th</sup> of each year

STaRS – Scheduling, Tracking, and Reporting System (NCDOT's SAP system for STIP Project information)

STIP – State Transportation Improvement Program

Tri-Project Managers – For a STIP project, the Tri-Project Managers consist of the Roadway Design Project Engineer, the PDEA Project Group Leader, and the Division Construction Engineer

VE – Value Engineering is the systematic application of recognized techniques by a multi-disciplined team to identify the function of a product or service, establish a worth for that function, generate alternatives through the use of creative thinking, and provide the needed functions to accomplish the original purpose of the project and at the lowest life-cycle cost without sacrificing safety, necessary quality, and environmental attributes of the project. (Title 23 Code of Federal Regulations Part 627)

VECP – Value Engineering Change Proposal (also known as a Value Engineering Proposal) is a proposal by a Contractor, as outlined by Section 104-12 of the North Carolina Department of Transportation *Standard Specifications for Roads and Structures*, which encourages the Contractor to propose changes in the contract requirements which will accomplish the project's functional requirements at less cost or improve value or service at no increase or a minor increase in cost. The net savings of each proposal is usually shared with the Contractor at a stated reasonable rate.

VEP – Value Engineering Program

VECPP – Value Engineering Change Proposal Program

VMP – Value Management Program within the Transportation Program Management Unit of the Technical Services Division of NCDOT

VMP Database – A database of information that contains pertinent information and lessons learned from all facets of the Value Management Program.



## **Introduction**

To further establish the Value Management Program (VMP) as a management asset providing the Department procedures to pursue cost efficiencies, mitigate project risks, standardize product approvals, provide resource conservation opportunities, and incorporate construction method considerations into the planning and design of a project, the NCDOT has developed the Value Management Policy and Value Management Program Guidelines.

The NCDOT VMP is composed of multiple interrelated department-wide programs working together to serve the Department as a vital resource and information clearinghouse. Because of the broad range of responsibilities within the Value Management Program, the VMP guidelines were written to provide overall guidance for the procedures and processes for each of the individual programs. Periodic reviews of these guidelines are performed to ensure that the programs are meeting their intended end goals.

The NCDOT Value Management Program Guidelines (Version 1.0) were initially approved on September 29, 2010. Subsequent additions and revisions to the program resulted in the NCDOT Value Management Policy being approved by Department authorities in November of 2011 (see a copy of this policy in Appendix B) and the VMP Guidelines 2.0 were published on February 10, 2012. This document serves as the annually updated current operating guidelines for the Value Management Program and incorporates modifications and revisions from this past calendar year. It is referenced as the Value Management Program Guidelines 6.0.

## **Disclaimer**

In an effort to ensure the effectiveness of the processes, procedures, reports, and outcomes of the NCDOT VMP, the Department reserves the right to make changes and modifications to the guidelines presented within this document on an as needed basis if, in doing so, it is in the best interest of NCDOT and ultimately the tax payers of North Carolina.

# 1.0 Value Management Program (VMP)

## 1.1 Purpose

The purpose of the NCDOT VMP is to ensure the prudent statewide use of resources and revenues. To achieve this purpose, the VMP currently encompasses seven statewide programs that contribute to the Department's overall management objectives of streamlining operations, improving quality and outcomes, reducing costs without compromising function, and increasing the use of environmentally sound and energy efficient practices and materials.

These guidelines will detail the functions and processes of the seven principal value management program areas which are:

- The Value Engineering Program (VEP)
- The Value Engineering Change Proposal Program (VECPP)
- The Risk Assessment Program (RAP)
- The Product Evaluation Program (PEP)
- The Resource Conservation Program (RCP)
- The Constructability Review Program (CRP)
- The Construction Assessment Program (CAP)

The figure below is a graphical representation of where each of the individual programs fits in the overall timeline of an infrastructure project as it progresses from the planning phase through maintenance. In addition to the seven principal value management programs, the figure also depicts the ongoing component of "research, reporting trends, proposed policy changes, and overall consulting" that is also a key aspect of the overarching NCDOT VMP.

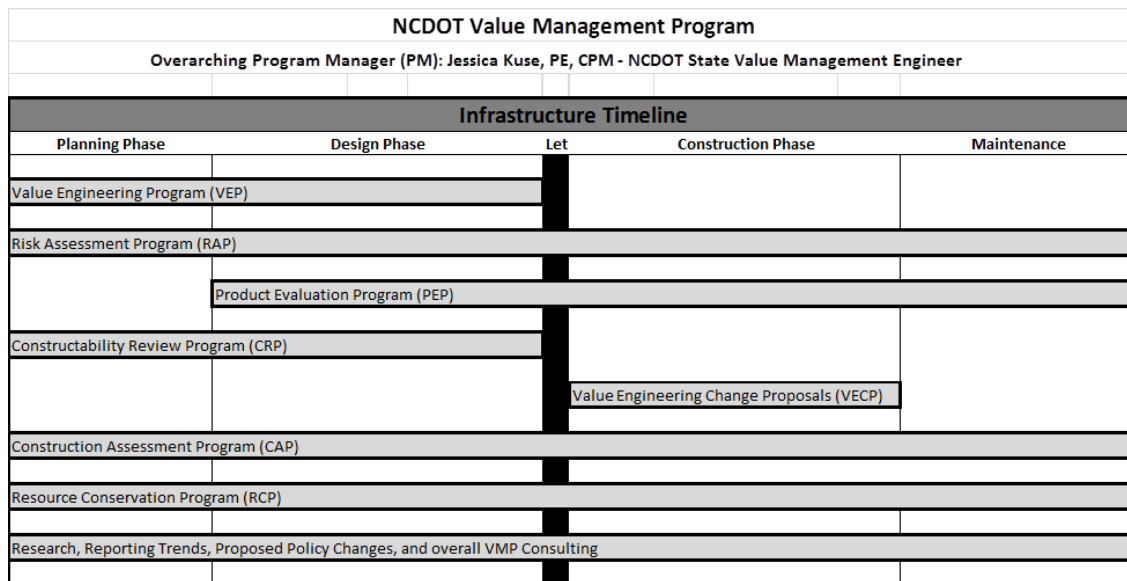


Figure: Depiction of the various VM Programs in relation to infrastructure project timeline.

## **1.2 Goals**

The overall goal of the statewide Value Management Program is to provide synergy between several value-added management programs and provide a means of communicating trends and lessons learned to the multiple units throughout the Department to enhance the quality of project delivery.

## **1.3 Definitions**

See the Acronyms and Definitions Section of the VMP Guidelines.

## **1.4 Roles and Responsibilities**

### **Department Leadership**

Department leadership shall actively support the VMP by ensuring adequate funding for establishing the overall program and setting clear expectations and performance measures. Department leadership will be called upon by the State Value Management Engineer to serve as a VMP Advisory Panel to aid in bringing consensus and a final disposition on an as needed basis.

### **Value Management Program (VMP)**

The Value Management Program in the Transportation Program Management Unit which is part of the Technical Services Division shall be responsible for managing the VMP which includes establishing guidelines, procedures, training, administering VE studies, and monitoring and reporting overall VMP results and trends. The State Value Management Engineer and other Value Management Engineers will be staffed in VMP.

### **State Value Management Engineer**

The State Value Management Engineer is ultimately responsible for the overall management and direction of the VMP. Responsibilities include but are not limited to:

- Establishing and maintaining the VMP Guidelines and procedures to ensure the success of the VMP
- Developing annual work plans and establishing program goals
- Supervising the VMP Staff
- Serving as a liaison with Department Leadership and the various Business Units to identify and help resolve VMP challenges
- Determining multimodal transportation projects that would benefit from VMP services
- Providing analysis and synthesis of trends ascertained from the VMP Database

- Using performance measures to track the effectiveness of the VMP
- Effectively advertising the results of the VMP and recognizing individuals that make significant contributions to the VMP

## **1.5 VMP Processes**

The following is an excerpt from the AASHTO Guidelines for Value Engineering (March 2010):

*“For optimum results, value engineering should be applied as early as possible in the project development or design process so that accepted VE recommendations can be implemented without delaying the progress of the project. By proper timing and planning, the value engineering manager can usually ensure specific VE studies can be accomplished without conflicting with the project schedule. In fact, the earlier value engineering is applied, the greater the potential for savings. Care must be taken to ensure that the project is ready and the appropriate information is available to perform the study.”*

Based on these AASHTO guidelines, all the applicable programs within the VMP are run such that the timing of the studies, evaluations, and reports are at an appropriate time in the project schedule to provide the best opportunity for incorporating the recommendations. The processes for each program are detailed in the individual sections within these VMP guidelines.

## **1.6 Outputs and Reports**

The VMP produces a wide range of outputs and reports for the purposes of communicating value-added information both internally and externally to the Department. A graphical depiction of an anticipated calendar year for the VMP with examples of the type of outputs and reports associated with the overarching Program is included on the following page.

## **1.7 Program Evaluation**

The processes and procedures of the VMP that generate the outputs and reports are evaluated throughout the year. A primary goal of the VMP is to consistently evaluate all facets of the program to ensure that it is serving the Department and, ultimately the citizens of North Carolina, in the most efficient and effective manner possible.

## General Overview of Monthly VMP Outputs and Reports

<b>January</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• VEP Status Update</li> <li>• Business Unit Report</li> <li>• VM Quarterly Publication</li> <li>• BOT/PEP Product Report and Quarterly Update</li> </ul>	<b>February</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• CAP annual work-plan</li> <li>• BOT/PEP Product Report</li> </ul>	<b>March</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• RCP Outreach</li> <li>• BOT/PEP Product Report</li> </ul>
<b>April</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• VEP Status Update</li> <li>• Business Unit Report</li> <li>• VEP Training (Tentative)</li> <li>• VM Quarterly Publication</li> <li>• BOT/PEP Product Report and Quarterly Update</li> </ul>	<b>May</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• BOT/PEP Product Report</li> </ul>	<b>June</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• RCP Outreach</li> <li>• BOT/PEP Product Report</li> <li>• </li> </ul>
<b>July</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• VEP Status Update</li> <li>• Business Unit Report</li> <li>• VM Quarterly Publication</li> <li>• BOT/PEP Product Report and Quarterly Update</li> </ul>	<b>August</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• BOT/PEP Product Report</li> </ul>	<b>September</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• RCP Outreach</li> <li>• PEP annual meeting with TWGs</li> <li>• BOT/PEP Product Report</li> <li>• </li> </ul>
<b>October</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• Annual RCP Report</li> <li>• VEP Status Update</li> <li>• Business Unit Quarterly Report</li> <li>• VEP Training</li> <li>• VM Quarterly Publication</li> <li>• BOT/PEP Product Report and Quarterly Update</li> </ul>	<b>November</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• FHWA Annual VE Report</li> <li>• Annual Revision of the VMP Guidelines</li> <li>• BOT/PEP Product Report</li> </ul>	<b>December</b> <ul style="list-style-type: none"> <li>• 1-2 VE Studies</li> <li>• 1 CR</li> <li>• RCP Outreach</li> <li>• PEP Product Annual Re-certifications</li> <li>• VMP Year End Report</li> <li>• BOT/PEP Product Report</li> </ul>

*Figure: Anticipated Schedule and is subject to change.*

## **2.0 Value Engineering Program (VEP)**

### **2.1 Purpose**

The purpose of the VEP is to exceed the expectations set forth by the Code of Federal Regulations (CFR) Title 23, Chapter 1, Part 627. This Code requires States to utilize a “systematic application of recognized techniques by a multi-disciplined team to identify the function of a product or service, establish a worth for that function, generate alternatives through the use of creative thinking, and provide the needed functions to accomplish the original purpose of the project, reliably, and at the lowest life-cycle cost without sacrificing safety, necessary quality, and environmental attributes of the project.”

In addition, the VEP is dedicated to upholding the NCDOT policy to design, construct and maintain the State Highway System in the most cost-effective and efficient manner possible.

The VEP has established these guidelines and processes as a way of ensuring a systematic program for statewide administration of value engineering techniques and value cost management which meets the FHWA requirements and the policies of the Department. In addition, these guidelines provide authority for administration of the Program, assign responsibilities for participation, and outline Federal Highway Administration and internal reporting procedures.

### **2.2 Goals**

The overall goal of the VEP is to provide the means for NCDOT to utilize value engineering techniques at each major decision point within the project development process. This may result in scope definition improvements, project design improvements, project cost savings, incorporation of new materials and construction techniques into projects, improved constructability, internal and external coordination improvements, reduced environmental impacts, accelerated project schedules, reduced project risk, reduced public inconvenience, improved customer satisfaction and improved transportation infrastructure operations.

Ultimately, the VEP strives to provide the means for the Department to efficiently implement lessons learned throughout the VE process into project design and construction throughout the State.

In addition to these goals, each year the VEP establishes goals for VE Studies. These goals are measurable and established based on the anticipated number of projects which meet the minimum FHWA criteria for requiring a VE study, but is not limited to just projects with federal funding.

For FFY 2016, below are the goals:

<b>Federal Fiscal Year Criteria</b>	<b>Goal</b>
# VE Studies Performed	5
# Recommendations submitted	50
# Recommendations approved	25
Estimated Cost Savings	\$ 5 Mil

## **2.3 Definitions**

See the Acronyms and Definitions Section of the VMP Guidelines.

## **2.4 Roles and Responsibilities**

### **State Value Management Engineer**

The State Value Management Engineer is responsible for the overall management and direction of the VEP. Responsibilities include but are not limited to:

- Oversees the development of the annual VE Studies List and VE Studies Work Plan
- Serving as a liaison with Department Leadership and the various Business Units to identify and help resolve VE challenges
- Assigning identified STIP projects to VMP Engineers
- Coordinating with Business Units to determine a VE Coordinator for each Unit
- Coordinating with the VMP Engineer to schedule VE Studies
- Promoting and encouraging the use of VEPs and facilitating expeditious reviews of proposals received from Contractors
- Provide oversight to ensure that VE recommendations are evaluated in a fair and equitable manner and monitoring the implementation of accepted recommendations
- Providing analysis and synthesis of VE trends ascertained from the VMP Database
- Using performance measures to track the effectiveness of the VEP
- Effectively advertising the results of the VEP and recognizing individuals that make significant contributions to the VEP

### **Value Management Program (VMP) Engineer**

The Value Management Program Engineer is responsible for the day-to-day management of the VEP and action items as assigned by the State Value Management Engineer. Responsibilities include but are not limited to:

- Program monitoring



- Develop VE Study List
- Facilitate VE Studies at various stages of the project including gathering project information, coordinating the space and materials needed, selecting team members and/or subject matter experts based on the project type, scope, and challenges, working to ensure fully developed recommendations, and preparing the VE Study Report
- Ensure that VE Recommendations are evaluated in a fair and equitable manner and monitor the implementation of Accepted Recommendations
- Provide VE training and coaching to NCDOT personnel
- Preparing the VE Annual Report as required by FHWA
- Maintaining VEP Procedures and Guidelines
- Maintaining the VEP Database by performing data entry for the pertinent project information from the VE Studies
- Act as a liaison between Construction and Planning and Design Units to disseminate information
- Lead continuous improvement efforts related to the VEP
- Coordinate between the other value-related programs

## **Business Units**

The Business Units from various areas within the Department are responsible for coordinating with the State Value Management Engineer and the VMP Engineer in identifying projects that either require or would benefit from VE Studies, providing technical information as requested for VE Studies, and designating a Business Unit VE Coordinator. Also as requested by the State Value Management Engineer, Business Units will provide competent, experienced personnel as described in the VE Study Team Selection section to serve as VE Study Team Members. In addition, Business Units should identify personnel who would benefit from VE training to fully and effectively participate in VE Studies

## **VE Coordinator**

Each Business Unit may elect to appoint a VE Coordinator. The State Value Management Engineer and VMP Engineer will work with the VE Coordinator to assign staff to VE Studies, assist the VMP Engineer in gathering project information for Studies, and assist in evaluating and fully developing the Recommendations from VE Studies directly related to that Business Unit.

## **VE Study Team Member**

The VE Study Team Member will be assigned from the Business Units through the collaboration of the State Value Management Engineer, the VMP Engineer, and the Business Unit VE Coordinator. VE Study Team Members should have the appropriate expertise to address the major functional areas and critical high cost issues of the Study. It is preferred, but not required, that all VE Study Team Members have completed a 24-hour Value Engineering training seminar. The



VE Study Member will be responsible for allocating sufficient time to fully participate in the VE Study.

### **State Estimating Engineer**

The State Estimating Engineer will assist the State Value Management Engineer, and other VMP Engineers as appropriate to calculate the cost savings associated with the Recommendations resulting from VE Studies.

### **VE Consultants**

VE Consultants may provide any of the following services on certain NCDOT VE Studies as directed by the State Value Management Engineer:

- 1) Provide the Team Facilitator only: The Consultant will provide a Team Facilitator while NCDOT provides the Study Team Members. The preferred Team Facilitator will hold the CVS certification. The Team Facilitator will lead the Study Team, compile the information for the Report, prepare the Report, and prepare/conduct a presentation for management if necessary. NCDOT has the right to reject, accept, or request the Team Facilitator on a project by project basis.
- 2) Provide the Team Leader only: The Consultant will provide a Team Leader while NCDOT provides the Team Facilitator and Study Team Members. The preferred Team Leader will hold a PE certification. The Team Leader will assist with leading the Study Team and compile the information for the Report and prepare/conduct a presentation for management if necessary. NCDOT has the right to reject, accept, or request the Team Leader on a project by project basis.
- 3) Provide a Partial Team: The Consultant will provide a mix of Study Team Members to complement/supplement the Team Members provided by NCDOT. This may or may not include providing the Team Leader. Team staff provided by the Consultant will be forwarded to NCDOT for review and approval prior to conducting the VE Study. NCDOT will specify certain disciplines to be provided and minimum experience requirements if necessary.
- 4) Provide the Entire Team: The Consultant will assemble a multi-disciplined VE Project Team led by a VE Facilitator. Teams typically consist of 5 – 10 people but will be determined on a per project basis. Teams should be structured so there is appropriate expertise to evaluate the major problem areas anticipated within the project. NCDOT may add one or two Departmental personnel to participate with the VE Team. NCDOT may provide additional assistance and expertise but will not replace Consultant VE Team Members. Team staff provided by the Consultant will be

forwarded to NCDOT for review and approval prior to conducting the VE Study.

Recommended qualifications of VE Consultant Team Members are as follows:

VE Team Facilitator: This Member must be a qualified VE Practitioner, experienced in performing and leading VE Studies (have participated in several VE Studies as a Team Member and as a Team Leader), and have sufficient VE training, education, and experience to be recognized by SAVE International as meeting the requirements for certification. To be prequalified as a VE Team Facilitator, the Consultant must be CVS Certified.

VE Team Leader: This Member must be a PE and experienced in VE having participated in several VE Studies as a Team Member and able to accurately interpret and capture Recommendations.

Design, construction, maintenance and traffic operations expert members: These Team Members must be PE's and should have at least ten years of experience in design, construction, maintenance or operations. The VE Team must also include Member(s) experienced in estimating construction costs and cost-benefit analysis. The composition of the expertise should reflect the complexity of the project design to be studied. At least two Members of the Team should be experienced in the high-cost areas of the project.

Constructability Expert Member: This Member should be an experienced construction professional who is able to add the contractor's perspective to the VE Study.

Special Note: At no additional cost to NCDOT, the Teams shall attend a one day Department facilitated VE Overview Course.

- 5) Provide training: The Consultant may be requested to provide basic Value Engineering Workshops, Team Leader training, or management briefings. Training will be in accordance with these guidelines. Training courses provided by the Consultant may include but not be limited to the following:

- SAVE Certified Module I Value Engineering Workshop
- Development and Training of a 3 day VE Workshop for VE Study Team Members
- Development and Training of a 1 day VE Workshop for Transportation Executives

The fee for VE Training will be negotiated on a Workshop-by-Workshop basis.

- 6) Provide other services: The Consultant may provide other services to complement the VE services. These may include:
- Information gathering for Team Studies
  - Providing facilities for Team Study activities
  - Preparation of VE Study Report
  - Formal presentation of VE Findings
  - Development of Implementation Plans
- 7) Additional requirements: The VE Team should have CADD capability to develop, analyze, and propose modifications within the VE time schedule. For all VE Studies, 'Read-Only' CADD files in Micro-Station format will be made available to the VE Team.

## **2.5 VEP Processes**

The VEP Process was established to give guidance and to ensure the goals of the program are met. This process can be applied to projects multiple times throughout the planning and design process and preferably prior to major decision making milestones. While the program focuses on projects that meet FHWA requirements for a study, this process can be applied to any project as a way to seek a better, more cost efficient method.

VEP Personnel diligently strives to develop and update a process that creates an atmosphere of excellence in an effort to provide a more effective delivery, and streamline the details to allow more projects to be evaluated by a VE Study Team. The remaining portion of this section details the concerted efforts and steps used to develop a successful Value Engineering Program.

### **Project Selection:**

VEP continuously coordinates with the Unit Heads, Assistant Unit Heads, and Project Engineers in Roadway Design, PDEA, and Design-Build to select projects, coordinate the Studies and review the Recommendations. The project selection is based not only on FHWA requirements but also based on management recommendations, projects with budgetary constraints, projects with significant changes to scope, and project recommendations from VE Study Teams. This communication plays a critical role in selecting the projects for a VE Study and allows VEP to keep a check of any projects which were not initially selected for a VE Study.

To initiate these discussions for the upcoming FFY, the VEP develops an annual VE Study List each August. The List is compiled based on the requirements found in the CFR 23 part 627 for Value Engineering.

Code of Federal Regulations, Title 23, Chapter 1, Part 627 requires that all projects located on the National Highway System with an estimated total cost of \$50 million or more that utilizes Federal-aid highway funding shall have a value engineering analysis performed during the development of the project. Bridge projects meeting the same requirements except with an estimated total cost of \$40 million or more shall have a value engineering analysis performed. The total estimated cost shall include all costs associated with the project, including but not limited to environmental, design, right-of-way, utilities, construction, and administrative costs.

Other projects may be added to the initial list if the project has been recommended by management within the last year but no VE Study has been conducted. It is a goal of the VEP to conduct VE Studies prior to the Right-of-Way Date when at all possible.

The VMP Engineer also uses the 5 Year Work Plan Let List provided to the Department monthly to develop a list of additional projects to consider for Value Engineering Studies. This list is more extensive than the Federal requirements. While all projects meeting the federal regulations regarding VE studies will be studied, the Department recognizes the potential benefit from conducting VE studies on projects that do not meet these regulations. Therefore, a list of all projects (both federally-assisted and state-funded) with estimated project costs of \$10,000,000 or more is developed in order for these projects to be considered and potentially added to the list of VE Study candidates.

Information included on the initial list typically includes: the STIP Number, the Let Date, the Division, the Project Engineer, the current cost estimate and the project description.

The State VM Engineer and the VMP Engineer meet with designated Roadway Design, PDEA, and D-B staff to review the initial project list and discuss any other potential projects that should be included on the list. Additional input is also requested during a meeting with the upper management of PDEA and Design Units.

Projects with issues that add complexity to the project design will be added to the list of potential VE Studies. These complexities may include, but are not limited to: critical constraints, complex technical issues, expensive solutions, challenging or unusual circumstances, complicated functional requirements or projects experiencing scope creep.

The types of projects that usually provide the highest potential for value improvement are:

- Projects with alternate solutions that vary the scope and cost
- New alignment or by-pass sections
- Widening of existing highways for capacity improvements
- Major or unique structures
- Interchanges on multi-lane facilities
- Projects with extensive environmental or geotechnical requirements
- Difficult materials requirements or inferior material sources
- Major reconstruction of existing highways
- Projects with significant traffic disruption or requiring major traffic control
- Projects with multiple stages
- “Shelf Projects” that have been reprogrammed

A project that is below the \$10,000,000 threshold but that would benefit from a VE Study may be submitted by the various NCDOT Business Units as a candidate project for a VE Study. Recommendations are also requested from the VE Study Teams at the conclusion of each VE Study. This allows Department staff to participate in the selection of a project based on their experience with the VE Process and their current project workload.

### **Study Schedule**

Once the State VM Engineer and the VMP Engineer finalize the list of projects, tentative dates for the VE Studies are selected. The date selected is based on the Let Date ensuring the projects with the earliest Let Dates are scheduled first. Otherwise, VE Study dates are scheduled approximately every month taking into consideration the Board of Transportation Meeting dates and holidays.

Quarterly status updates (October, January, April and July) are sent to the Department managers to inform them of the anticipated dates for Value Engineering Studies. The update will also be posted on the VMP website. This status update project list is a fluid document that changes quarterly to keep the Department informed on the current status of a project and also to ensure the date of the VE Study coincides with stage in the project development process that would result in viable recommendations for the VE Study. This quarterly update has provided an invaluable avenue for improved communication, coordination, and accountability for Value Engineering Studies.

### **Study Timing**

As part of the ongoing coordination with Department Management, the VEP Engineer verifies that the selected project to be evaluated during a scheduled VE Study is at a point in the project development process that an evaluation would be beneficial. This is most critical with the projects being reviewed during the

planning stages. In FFY 2011, projects from the planning stages were added to the candidates VEP considers for VE Studies. This addition has proven to be a beneficial format to formally capture value engineering ideas already being discussed by PDEA. It also allows the recommendations to be incorporated into the early stages of design. With the additional projects from the planning stage, the VEP has identified four primary windows of opportunity for a VE Study to be conducted.

- **VE Study Window 1 – Planning Stage 1**

The first opportunity for a VE Study is between the Scoping Meeting and Concurrence Point 1 (CP1). The VE Study will focus on such items as purpose and need, project limits, scope, functionality, constraints, red flags, and potentially costly impacts.

- **VE Study Window 2 – Planning Stage 2**

The second opportunity for a VE Study is between Concurrence Point 1 (CP1) and Concurrence Point 2 (CP2). The VE Study will focus on functional designs, constraints, preliminary impacts, scope, project limits, potentially costly impacts, some initial constructability issues, and access issues.

- **VE Study Window 3 – Main VE Study**

The Main VE Study is scheduled after Concurrence Point 4A (CP-4A), which deals with avoidance and minimization efforts and before Concurrence Point 4B (CP-4B), which is a review of 30% complete hydraulic design plans.

- **VE Study Window 4 – Constructability Reviews**

The final opportunity for a VE Study is between CP4C and Finalizing the Permit.

A project may be studied at any or all of the four stages; however, the Main VE Study conducted between CP4A and CP4B is required for all STIP projects on the VE Study List. More detailed information regarding the windows for a VE Study is detailed elsewhere in these guidelines.

## **Study Duration**

The duration of the VE Study is based on the complexity of the individual project as well as which VE Study Window the project is categorized. Projects early in the planning process (i.e. VE Study Windows 1 and 2) may be allotted one-half day to a day for the VE Study duration. Larger projects in the design stage (i.e. VE Study Window 3) may be allotted up to two days for discussion.

## **VE Study Team Selection**



VE Studies incorporate the use of a multi-disciplined team of experts to provide a broad perspective of ideas that address complex engineering issues. VE Study Team participants are selected based on an individual's expertise and the challenges of the specific project being studied. VEP coordinates with each Business Unit in selecting a candidate that would most effectively participate in the VE Study.

In addition to the internal NCDOT personnel who participate in VE Studies, Private Engineering Firms were also contracted to conduct VE Studies or to participate as part of an internal VE Study Team.

A goal of the VMP is to foster innovation by providing a forum for team members to work together and evaluate project elements in an environment conducive to value engineering principles.

The Department may utilize various options to staff VE Study Teams. These options include the use of a VE Study Team assigned to one project, a VE Study Team assigned to study multiple projects, and the use of VE Consultants to perform part or all of one or multiple VE Studies. VE Consultants must be prequalified in VE prior to a task order being added to a current limited services agreement to perform a VE Study.

The VE Study Team approach uses neutral facilitators for process management and coordination and utilizes VE Team Members from multiple technical Business Units who are unfamiliar with the project for project review and the development of recommendations. The VE Study Team will generally be comprised of 5 to 10 Team Members and a majority of the Team Members should have previous VE training and experience. Team Members will be representative of the discipline areas most affected by the project or issue and should have diverse backgrounds relevant to the specific study. Local agencies, other State agencies, and community groups may also be invited to participate as Team Members or subject matter experts on a case-by-case basis depending on project issues. VE Consultants may also be used to augment the VE Study Team. Assignment of persons directly involved in the development of the project should be avoided.

Team Members should have the appropriate expertise to address the major functional areas and critical high cost issues of the study, and must be committed to the time required for the study. It is preferred that Team Members be engineers with a minimum of five years of experience. For best results the Team Members should have received VE training prior to participation on a VE Study.

Due to the fact that VE Study Recommendations form the basis for important project management decisions, it is preferable for the selected Team Members to have achieved Advanced or Journey levels in their specific area of knowledge. As an exception, a VE Study Team Member may be selected to participate in a

VE Study at the Contributing level in a mentored capacity or if they are Professional Engineers.

Expertise levels are defined as:

- **Advanced** – Sufficient experience to review and critique work developed by advanced level professionals within the specified discipline for a project of similar complexity as the project being studied
- **Journey** – Sufficient experience to perform advanced quality work within a given discipline independently for a project of similar complexity as the project being studied
- **Contributing** – Experienced in providing support level work within a discipline for a project of similar complexity as the project being studied

## Logistics

In addition to the coordination involved in selecting the projects and the VE Study Teams, there are many details necessary to ensure a successful VE Study. A check list has been developed to ensure the logistical details are completed. The electronic copy of this check list is found in the Value Management Group Master Directory electronic files. An overview of the items on the list include are:

- The VEP Engineer will reserve the facilities to be used for the VE Study
- The VEP Engineer will assemble all current project data and cost estimate. The Business Units are to work closely with the VE Specialist to provide the data from their Unit in a logical order, including any value decisions that were recorded for the project outside of any VE Studies
- Set up electronic file for project. (See S:/ Drive master directory for folders)
- Complete Pre-Study and During Study documents, forms, letters, presentations, etc.

## Conducting the VE Study

Prior to conducting a VE Study, preparation is needed to ensure the Study is effective. As part of these pre-study activities, the VMP Engineer provides a Value Engineering Packet to participants prior to the VE Study. This packet of information gives a general overview of the project but more importantly provides participants with the Value Engineering Process. While no preparation is required, the VE Study Packet allows participants to be aware of the project being discussed without knowing all of the details related to the project.

The VE Study process shall be conducted in accordance with the following seven phases of the internationally recognized VE Job Plan:



**(1) Information Phase:** The Team gathers information about the present design and cost, then determines the needs, requirements, and constraints of the owners, users, and/or stakeholders, as well as the design criteria.

**(2) Function Analysis Phase:** The Team defines the project functions using measurable objectives consisting of an active verb and a noun. The Team analyzes these functions to determine which need improvement, elimination, or combination. Tools used during this phase include: Random Function Identification, Function Analysis System Technique (FAST), Function Listing, and Value Index

**(3) Creative Phase:** The Team uses a variety of creative techniques, such as brainstorming, to generate alternative ideas to perform the project functions

**(4) Evaluation Phase:** The Team refines and combines ideas, develops functional alternatives, and evaluates by comparison. Appropriate tools of comparison include advantage and disadvantage comparison and a rating of a 1, 0 or -1. These designations are used after a discussion of each idea. A rating of 1 is the decision by the team to carry the opportunity forward to development. If more discussion on the idea is needed, a 0 rating is given. An idea which will not be carried forward for development will receive a -1 rating. By the end of the evaluation step in the VE process, all ideas will have a 1 or -1 rating. The opportunities given a 1 rating are now identified as Recommendations.

**(5) Development Phase:** Based on the Evaluation Phase, the Team begins to develop in detail the Recommendations carried forward. During this phase it is essential to establish costs and backup documentation needed to individually convey the alternative solutions.

**(6) Presentation Phase:** The Findings of the Study are presented to management in the form of a written Report. Each Recommendation is documented on individual Recommendation Forms included in the Report along with information documenting the rest of the VE Study. The Report is then sent to the appropriate Business Units to coordinate the final determination. This phase may also include a verbal presentation.

**(7) Resolution Phase:** As part of the final phase of the VE process, each Recommendation is evaluated by management and assigned Accepted, Accepted with Modifications, or Rejected. Additionally, a written justification, based on sound engineering principles, is supplied with all Recommendations. These decisions are then communicated back to Value Management for tracking. All Recommendations with an Accepted or Accepted with Modifications status are incorporated into the project.

## **VE Recommendation Incorporation**

At the conclusion of a VE Study, each Value Engineering Recommendation is summarized in an individual Recommendation form which is included in the Value Engineering Report. This Form will include a description of the Recommendation, advantages and disadvantages associated with incorporating the Recommendation, and any development or estimated cost savings by the VE Study Team. The VE Report and Recommendation Forms will be submitted to NCDOT Management for review. After review, each Recommendation Form will be marked as Accepted, Accepted as Modified, or Rejected by NCDOT Management and returned to Value Management.

If the Recommendation is to be Accepted or Accepted as Modified, the Form will denote if the Recommendation has been incorporated into the design by the time the final disposition was returned to Value Management. If marked yes, then a summary describing the steps taken to incorporate the Recommendation will be included on the Recommendation Form. If marked no, then an anticipated date of incorporation will be provided.

Once received by Value Management, the Recommendation decisions will be recorded in the VE Study Recommendation tracking spreadsheet. This spreadsheet will track the decision of each Recommendation as well as the date (or anticipated date) of incorporation into the project design, if applicable. Value Management will use this spreadsheet to follow up with design engineers regarding Recommendations which have not had a decision or are past the anticipated incorporation date. This follow up will serve as an independent check to ensure recommendations approved by design units are incorporated into the plans.

### **Design-Build Projects**

Federal legislation acknowledges that the Design-Build process incorporates the value engineering process and a separate VE Study is not mandated. While not required, FHWA continues to encourage State Transportation Agencies to consider conducting VE analysis on Design-Build projects on or off the NHS with an estimated cost of \$25 million or more. Value Management will continue reviewing the Industry Draft RFPs for the Transportation Program Management Unit on an as needed basis. Additionally, the State Value Management Engineer and VMP Engineer coordinate with the Director of the Transportation Program Management Unit and the Design-Build Project Engineer to determine VE Study opportunities.

VE Studies for D-B Projects are typically pursued once the initial draft of the RFP has been printed. The VE Study Team reviews any preliminary plans and other project data but focuses on reviewing the RFP. During the VE Study, the Team seeks ways to clarify the document in order to reduce risks which could reduce the overall cost of the contract. The Team asks questions of the RFP which a D-B may bring forward during the D-B procurement process and provides

suggestions for ways to address the questions. In addition, NCDOT includes an Alternative Technical Concept (ATC) provision in each D-B contract. This provision allows the D-B Team to request exceptions to the RFP to reduce the cost of the design while still providing the expected functions of the project. Because the D-B process is inherently Value Engineering itself, NCDOT is continuously seeking ways to utilize the internal VE Process to ensure the RFP does not preclude the D-B Team from pursuing various options.

### **Unique Opportunities:**

The VEP is also receptive to aiding Business Units with special requests to facilitate the Value Engineering Process for any challenge the Unit is facing. As an example, in a previous FFY, Division 3 provided VEP a unique opportunity to review 8 individual projects. The recommendations and suggestions developed within the VE Study were used by the Division Engineer and other managers as an effective tool to efficiently manage Division financial resources.

During FFY 2011 and 2012, VEP conducted two VE Studies for the NCDOT-Rail Division. These VE Studies extended across multiple days and focused on the Piedmont Improvement Program projects and the Charlotte Rail Improvement Safety Program. Both of these Programs are being funded by ARRA funding. Recommendations developed during the VE Studies have provided cost savings, improved project delivery, and expanded the VEP efforts into multiple modes of transportation.

During FFY 2013 at the request of the Bicycle and Pedestrian Division, the VMP facilitated a VE Study to aid in the development of Greenway Design Guidelines. A legislative bill was drafted in the NC House of Representatives specifically requiring NCDOT to investigate and develop standards appropriate for greenways, bikeways, and other linear transportation projects not intended to accommodate mechanized vehicles. Several NCDOT Units had been working independently on multiple solutions but there was a disconnect between the various efforts. Value Management was able to coordinate and facilitate a meeting consisting of various NCDOT Units, as well as municipalities, to make that connection and combine the effort.

During FFY 2015, Value Management conducted the largest, most multi-disciplined VE Study to date on the Raleigh Union Station project. The project is a combined effort between the City of Raleigh and NCDOT-Rail Division. Its unique set of challenges associated with retrofitting an existing building to be developed into a new train station, several other site challenges, and unknown costs led to a substantial budget shortfall. Value Management facilitated a VE Study consisting of four Teams that addressed specific project challenges. In the end, the combined effort resulted in sixty-six Recommendations being put forth to the project core team to address the funding gap.

## **2.6 Outputs and Reports**

### **VE Study Reports**

All VE Studies will be conducted according to AASHTO and FHWA guidelines. A memorandum from FHWA dated May 25, 2010 with the subject “Updated FHWA Value Engineering (VE) Policy” notes that the production of a formal written VE study report will include at a minimum the following:

- project information
- identification of the VE analysis team
- background and supporting documentation, such as information obtained from other analyses conducted on the project (e.g., environmental, safety, traffic operations, constructability)
- documentation of the stages of the VE Job Plan which would include documentation of the life-cycle costs that were analyzed
- summarization of the analysis conducted
- documentation of the proposed recommendations and approvals received at the time the report is finalized (this shall also include related information to support the State DOT’s and FHWA’s VE program monitoring and reporting)
- the formal written Report shall be retained for at least 3 years after the completion of the project (as specified in 49 CFR 18.42)

and for bridge projects, the VE Analyses must also:

- include bridge substructure and superstructure requirements based on construction material
- be evaluated based on:
  - an engineering and economic basis, taking into consideration acceptable designs for bridges
  - analysis of life-cycle costs and duration of project construction

This Report is sent to DOT management for consideration. After reviewing the recommendations, the VEP is given the final disposition for each of the recommendations. When approved, recommendations are incorporated into the design. The VE Study Report is provided to management within 10 days from the end of the VE Study. Management then returns the conceptual response and often the final disposition of the Recommendations within eight weeks of the report date. This process has streamlined the ability to submit Recommendations, receive responses and track the projects for annual reporting. The quarterly status reports described elsewhere in this report are an effective tool to ensure the reports are on track.

The participating VE Study Team also receives a copy of the Report as well as a copy of the management response. This demonstrates to the VE Study Team

that the time and effort provided as part of the VE Study is part of a larger process that is making a difference in the decisions made within the design of a project.

### **VE Annual Report**

The State Value Management Engineer and the VMP Engineer will be responsible for preparing the annual VE Report and providing it to FHWA upon request at the end of each FFY. This report provides an overview and summary of the VEP during the previous FFY. Information regarding NC VEP Policy, coordination, guidelines, training, goals & measures, evaluations, reporting, and cost savings are some of the required elements of the report. VEP sets annual goals to exceed the expectations of FHWA.

### **Other Outputs**

In addition, the VMP Engineer will be responsible for monitoring program compliance with NCDOT policies, procedures, and standards, as well as Federal VE requirements. Specific areas to be monitored and reported at various time throughout the year will include but are not limited to the following:

- Department VE Studies List
- Annual VE Studies Work Plan
- Department VMP accomplishments
- Documentation of VE activities
- Economic analysis methods used in cost/benefit determinations for project decisions
- Compliance with the VMP Guidelines
- Revisions to the VMP Guidelines on an annual basis

### **Report Clearinghouse**

The VMP Database is a collection of the data from all VE Reports and aids the VMP staff in tracking and monitoring the status of each project. The VMP Engineer is responsible for coordinating, inputting and updating the project data. In addition, the VMP Engineer is also responsible for reporting, analyzing, documenting results and trends, making Recommendations, and disseminating the results throughout the Department. Additional reports may be requested throughout the year. The database provides the VMP Engineer access to various types of VE Study information related to the VMP.

### **VE Recognition Program**

The VMP values the contributions of the VE Study participants and other VEP supporters. Department leadership strives to fairly and equitably recognize and reward individuals and teams for excellence in service to the overall mission of

the Department. The VEP supports the Department's recognition efforts and has established a VEP Recognition Program. This Program acknowledges employee contributions and achievements that enhance organizational performance, support organizational goals and objectives, and improve project value and quality. These awards are given as Value Management determines merit and may not be given on an annual basis.

- **Individual Recognition Awards**

- **Secretary's Value Engineering Champion Award**

- This award is designed to honor those managers and supervisors who, as leaders, have significantly contributed to organizational goals and objectives by identifying and achieving cost savings and visibly supporting the objectives of Value Engineering within the Department.

- Nominations for this award are based on meritorious contributions of unusual value to the Department in meeting its strategic goals through support of the VMP. Examples of such contributions include but are not limited to:

- accomplishment of assigned role in such an outstanding manner as to be clearly exceptional among all those who have performed similar duties
    - development and improvement of methods and procedures which have accomplished extraordinary results for the Department
    - exceptionally outstanding leadership which resulted in the highly successful accomplishment of the Department's VE goals
    - leadership, accomplishments, or actions that make a significant contribution to building a continuously improving / learning organization
    - demonstrated an outstanding ability to manage outcomes by creating an organizational environment that allows every employee to reach his or her full potential and fully contribute to the DOT's mission
    - nurtured and supported the development of employees to ensure a future complement of value engineering leaders
    - improved customer satisfaction with transportation systems and Departmental services

- **Outstanding Achievement Award**

- This award is designed to honor those team members who have successfully participated in VE Studies. The recognition items are presented for team members who fully participate in the most studies. Typically one of these awards will be given, but final determination is based on the decision of the State Value Management Engineer and the VMP Engineer.



- **Team Recognition Awards**

**Secretary's Most Outstanding VE Achievement Award**

This award is presented to VE Study Teams to recognize meritorious contributions of high value to the Department, and whose exceptional performance results in the improvement, reinvention, or reengineering of practices, products, and/or operations.

Nominations for this award must specifically address all of the elements included in each of the following categories:

**Teamwork** – Describe how the members of the team/group worked together effectively either within the Department, across Business Units, or with external stakeholders to coordinate and carry out the study to achieve objectives. At least one example of an activity that displays cooperation, coordination, or group process skills is required.

**Problem Solving** – Describe how the members of the group or team effectively use problem solving methods, techniques, and tools (as appropriate) to achieve desired objectives and/or integrate objectives, procedures, etc., of participating Business Units.

**Creative and Innovative Techniques** – Describe any innovative techniques used by the team to develop recommendations for improvements. The work of the team should reflect an awareness of evolving methods, procedures, and technologies. Where appropriate, highlight techniques that promote cooperation and collaboration among the Business Units.

**Results** – Describe results accomplished by the team such as objectives met, solutions found, and processes changed or improved.

In addition to the awards described above, Business Units are expected to support the VMP by acknowledging the contributions and achievements of employees. Supervisors and managers are expected to use various methods of recognition to encourage employee support of the VMP.

**VE Training**

The Value Management Office will conduct Value Engineering Workshops periodically for the development and training of NCDOT staff. Participants will be selected in coordination with the various Business Units to ensure the workshop includes a diverse group of disciples and experience levels.

Each VE Workshop will be a minimum of 3 days. During this time, participants will:

- Learn the fundamental concepts of Value Engineering
- Learn the steps of the Value Engineering Process
- Apply the concepts to an assigned project
- Present their Recommendations to other participants
- Learn how the different groups within Value Management can be utilized

## ***2.7 Program Evaluation***

The processes and procedures of the VMP are evaluated throughout the year. A primary goal of the VMP is to consistently evaluate all facets of the program to ensure that it is serving the Department and, ultimately the citizens of North Carolina, in the most efficient and effective manner possible.

Revisions to the program will be reflected in the Value Management Program Guidelines that are updated on an annual basis. This re-evaluation process will provide the Department an opportunity to modify this program as necessary to incorporate any changes that will enable the program to operate in a more effective manner.



## **3.0 Value Engineering Change Proposal Program (VECPP)**

### **3.1 Purpose**

According to American Association of State Highway and Transportation Officials (AASHTO), Value Engineering (VE) principles can be applied during the construction of the project through Value Engineering Change Proposals (VECPs). The purpose of the Value Engineering Change Proposal Program (VECPP) is to encourage contractors to develop value engineering ideas by utilizing their design and construction ingenuity, experience, and background. These ideas allow the Department to continue the Value Engineering process through the construction phase of the project. Typically, these ideas will result in a cost savings for the Department and the contractor.

### **3.2 Goals**

The goal of the VECPP is to ensure the fair and expeditious review of all VEPs for either acceptance or rejection on NCDOT Projects. The Value Management Program has set a goal of facilitating the VEP process and providing recommendations to the Construction Unit within fifteen (15) business days after receiving the Final VEP from the contractor.

### **3.3 Definitions**

See the Acronyms and Definitions Section of the VMP Guidelines.

### **3.4 Roles and Responsibilities**

See Section 3.5 below for current roles and responsibilities as they apply to VECP evaluation process.

### **3.5 VECP Processes**

As part of every NCDOT construction contract, it is stated that the Contractor shall complete the contract in accordance with the NCDOT 2012 Standard Specifications for Roads and Structures. Section 104-12 of these specifications contains the Department's policy on VEPs. It is the NCDOT's policy to provide all Contractor's that are awarded projects in the State an incentive to pursue cost reduction proposals with the Department as it is in everyone's best interest that tax payer dollars are spent as efficiently as possible.

A summary of the VECPP evaluation process as outlined in Section 104-12 in the NCDOT 2012 Standard Specifications for Roads and Structures can be found below:

1. A copy of the Final Value Engineering Change Proposal shall be submitted by the Contractor to both the Resident Engineer and the State Value Management Engineer.
2. Value Management will facilitate the evaluation of the VEP by coordinating with the respective Division, the Construction Unit, and the appropriate NCDOT Business Units (Roadway Design, Structures Management, Geotechnical Engineering, Hydraulics, Traffic Management, etc.) to determine if the VEP is recommended for approval.
3. Based on the results of this evaluation, a memorandum from the State Value Management Engineer will be sent to the State Construction Engineer with a recommendation to either approve or reject the VEP.
4. The Construction Unit will review the memorandum and make the final recommendation to approve or reject the VEP. The Resident Engineer and the State Value Management Engineer will be notified of the decision.
5. The Resident Engineer will notify the contractor of the decision.
6. If the VEP is accepted, the necessary changes will be documented by Supplemental Agreement. Included as a part of the Supplemental Agreement will be requirements for price adjustments giving the Contractor 50% of the net savings to the project resulting from the VEP. The VECPP program should request a copy of the supplemental agreement (SA) executed for these changes. This SA will be used to track the implementation of VECPPs and the final cost savings.
7. The Contractor will be required to submit Final plans incorporating the approved VEP to the State Value Management Engineer.
8. Accepted plan changes resulting from Final VEPs will be distributed by Value Management to the various business units for their records. Design-Build VEPs will have changes reflected in the RFC plans.
9. The State Value Management Engineer will ensure that the pertinent information from the VEP is documented and, in coordination with the Construction Unit, will pursue incorporating engineering practices from accepted VEPs into the appropriate NCDOT policies and standards.

### ***3.6 Outputs and Reports***

See Section 3.5 above for outputs and reports as they apply to VECPP.

### ***3.7 Program Evaluation***

The processes and procedures of the VECPP are evaluated throughout the year. A primary goal of the VECPP is to consistently evaluate all facets of the program to ensure that it is serving the Department and, ultimately the citizens of North Carolina, in the most efficient and effective manner possible.

Revisions to the Program will be reflected in the Value Management Program Guidelines that are updated on an annual basis. This re-evaluation process will provide the Department an opportunity to modify this Program as necessary to incorporate any changes that will enable the Program to operate in a more effective manner.

## **4.0 Risk Assessment Program (RAP)**

### **4.1 Purpose**

Risk Assessments (RAs) have been performed as part of NCDOT day-to-day business for years; however, the NCDOT Value Management Office is striving to formalize internal procedures to incorporate the RA process, when applicable, into the existing VE Program or to conduct a RA as a stand-alone process. In a recent Rapid Renewal Risk Management Training Workshop prepared for the Strategic Highway Research Program, Golder Associates noted that:

*“Risk Management is the formal, structured and imperative process of anticipating and planning for potential problems (“risks”), as well as opportunities (“negative risks”), before they occur, to better understand and control project outcomes (e.g., cost and schedule). It also needs to be adequately accurate and defensible, as well as flexible and efficient, and compatible with the State Highway Agency. The process is applicable to all kinds of projects (including programs or projects).”*

Risk management provides an opportunity to identify and develop management strategies to minimize the risk and optimize the desirable performance.

### **4.2 Goals**

The overall goal of the RAP is to perform RAs on various projects for the Department to determine if there are any potential recommendations that can be made to either eliminate or mitigate those risks that are identified.

### **4.3 Definitions**

See the Acronyms and Definitions Section of the VMP Guidelines.

### **4.4 Roles and Responsibilities**

See Section 4.5 below for current roles and responsibilities as they apply to RAP.

### **4.5 RAP Processes**

RAs will include the following steps:

1. Assess potential project risks
2. Communicate with appropriate units within the department to determine whether a RA is needed or would be beneficial
3. If warranted, perform RA independently or in conjunction with a VE Study

4. Document Risk Assessment in a report format as described in section 4.6

### **Unique Opportunity**

In FFY 2014, Value Management conducted a RA to investigate the necessity of having a QA/QC program developed for Geotextiles. The NCDOT Materials and Tests Unit had been considering developing a QA/QC but it would be quite an investment for the Department. Value Management facilitated a RA consisting of team members across the state with various experience with Geotextiles. The RA Report submitted to M&T helped aid them in their decision and plans in moving forward with the Program.

### ***4.6 Outputs and Reports***

The RAs as performed by Value Management will be documented in a report format and often will be included as part of a VE Study Report. Challenges identified as part of the RA will often be utilized in VE Studies to determine if Recommendations can be generated to either eliminate or mitigate the risk.

### ***4.7 Program Evaluation***

The processes and procedures of the RAP are evaluated throughout the year. A primary goal of the RAP is to consistently evaluate all facets of the Program to ensure that it is serving the Department and, ultimately the citizens of North Carolina, in the most efficient and effective manner possible.

Revisions to the Program will be reflected in the Value Management Program Guidelines that are updated on an annual basis. This re-evaluation process will provide the Department an opportunity to modify this Program as necessary to incorporate any changes that will enable the Program to operate in a more effective manner.

## 5.0 Product Evaluation Program (PEP)

### 5.1 Purpose

The purpose of the Product Evaluation Program (PEP) is to provide a comprehensive evaluation of products to make NCDOT's network safer, move people and goods more efficiently, and make the infrastructure last longer. Another purpose of the Program is to determine if evaluated products are viable for use in North Carolina's infrastructure by monitoring installations and providing documentation on their durability and performance.

Products evaluated are typically those that have not been previously evaluated by NCDOT and where a NCDOT Standard Specification does not exist, or products that have a NCDOT Standard Specification but require evaluation prior to approval.

Refer all product inquiries to the PEP Engineer:

- PEP Desk: (919) 707-4808
- PEP Email: [productevaluation@ncdot.gov](mailto:productevaluation@ncdot.gov)
- PEP Website:  
<https://connect.ncdot.gov/resources/Products/Pages/default.aspx>

### 5.2 Goals

The Department receives numerous requests for evaluation and approval of innovative technologies and products for use on NCDOT transportation infrastructure projects. The primary goal of the PEP is to enable NCDOT to provide objective, impartial, and consistent evaluation of products and technologies for use in the construction, maintenance, and operation of the State's transportation system. Only innovative technologies and products that are fully developed, commercially available, and serve a useful function within NCDOT operations will be evaluated.

### 5.3 Definitions

**Approved Product List (APL)** – A list of innovative technologies and products that have been evaluated and approved by NCDOT for potential use on NCDOT projects.

**Oversight Committee** – A group comprised of NCDOT leadership personnel to make final decisions on product appeals and resolve non-consensus Technical Work Group (TWG) issues as necessary. This committee provides policy and procedure oversight to the PEP.

**Product** – A product is a fully developed, commercially available tangible item for use in the construction, maintenance, and/or operation of the State's transportation system.

**Product Evaluation Program (PEP) Engineer** – The central point of contact for management of the PEP.

**Status Code** – The standing assigned to a product or technology as it moves through the decision process. The four status codes are as follows:

**“Under Evaluation”**: Product or technology is undergoing evaluation consisting of, but not limited to, technical evaluation, laboratory review, calculation verification, and/or field trial.

**“Accepted for Field Trial Use”**: The product or technology has been evaluated to the extent possible and the further review of the product or technology is pending the receipt of a field trial report from the vendor.

**“Appeal”**: The vendor has requested a review of the TWG's status decision of the product or technology and has provided additional information to facilitate that review. Products and technologies with this status code are not posted on the APL.

**“Approved”**: The product or technology has been evaluated and is approved for use.

**“Approved for Provisional Use” (APU)**: The product or technology has been evaluated and is approved for use based on site specific and/or project specific conditions being met. (NOTE: Traffic Management products are given APU status when they are to be used in the field prior to being given a full “Approved” status. The vendor must contact Traffic Management prior to using it on a NCDOT Project.)

**“No Status”**: The product or technology has not been evaluated and is awaiting further action by the TWG or vendor. Products and technologies with this status code are not posted on the APL.

**“Request Additional Information”**: The review for the product or technology is pending the submission of additional or supporting documentation from the vendor.

**“Unapproved”:** The product or technology has been evaluated and currently does not meet either the specifications or the needs of the Department. Products and technologies with this status code are not posted on the website. Additionally, a status may be changed to “Unapproved” if any of the following conditions occur: (Note: this list is not all inclusive)

- Unsatisfactory performance
- Product failure resulting in serious injury or death
- Unsafe product or installation
- Warranty not honored
- Insolvency
- False information submitted on any application, statement, certification, reports or records
- Debarred by Federal or State Agency
- Failure to furnish a non-collusion affidavit upon request
- Evidence of collusion among vendors
- Failure to meet the requirements of an existing guarantee

**“Void”:** The product or technology failed to recertify or is no longer being considered for evaluation or use. Products and technologies with this status code are not posted on the APL.

**Technical Work Group (TWG)** – A group comprised of NCDOT technical experts (typically 2-5 members) who review submitted products and technologies and determine the status. The TWG is composed of representatives from individual NCDOT Units that have an established evaluation process and responsibility over specific product categories. The leader of this group is referred to as the TWG Chair.

**Technology** – A technology is an application of knowledge used to improve the functionality of a given product or process used in the construction, maintenance, and/or operation of the State’s transportation system.

**Vendor** – The entity (typically the product manufacturer or distributor) that submits an application for product evaluation.

For additional definitions, see the Acronyms and Definitions Section of the VMP Guidelines.

## ***5.4 Roles and Responsibilities***

Several entities comprise the Product Evaluation Program (PEP). They are the Vendor, PEP Engineer, Technical Work Groups (TWGs), various NCDOT Units managing their respective Qualified Products List (QPL), and the Oversight Committee.



**Vendor:**

Role: Submit product for evaluation

Responsibilities:

- Submit a complete application and supporting documentation electronically using current PEP Application.
- Respond in a prompt manner to PEP Engineer and/or TWG member requests for additional information.
- As necessary, per the request of NCDOT, provide installation assistance of products for evaluation purposes.
- Submit recertification of approved product on an annual basis
- Initiate appeals process, if applicable.

**Product Evaluation Program (PEP) Engineer:**

Role: Manage and monitor the PEP. The Department has adopted a central point of contact for management of all products to be evaluated through the PEP.

Responsibilities:

- Communicate product evaluation process information to the vendor.
- Receive product application from vendor.
- Review application for completeness.
- Follow up with vendor if application is incomplete.
- Determine if product category should be evaluated for possible inclusion on the main APL (If not, transfer product application to other appropriate Unit).
- Determine appropriate TWG to evaluate product for possible inclusion on main APL.
- As necessary, identify team members for ad-hoc TWGs.
- Follow up with TWG on product evaluation progress.
- Follow up with TWG on products being monitored in the field.
- Notify vendor of product status.
- Maintain current product status in APL database.
- Oversee distribution of annual recertification notices, and update product status in APL database based on response of recertification notice.
- Receive, review and process appeals from vendor.
- Elevate non-consensus status decisions to Oversight Committee.
- Generate and distribute PEP quarterly results.

## **Technical Work Groups (TWGs):**

The Department has adopted a membership structure that consists of product category-specific TWGs. These Groups are empowered to define product evaluation and determine the status of products.

Role: Evaluate and assess products within their area of technical expertise.

Responsibilities:

- Identify additional members for product evaluation, as needed.
- Determine if NCDOT has a need for the product and if an existing NCDOT Standard Specification applies.
- Communicate with vendors and schedule meeting(s), as necessary to complete product evaluation.
- Develop an evaluation and monitoring process necessary to determine the product status.
- Conduct preliminary investigation regarding other experiences with product (including but not limited to other states, municipalities, contractors, FHWA, NCHRP, etc.).
- Coordinate with vendor in selecting field test site, if necessary to complete evaluation.
- Oversee installation and monitor product performance, if necessary to complete evaluation.
- Communicate product status decision to PEP Engineer.

Note: Individual TWG members may change as necessary, but the established Unit representation will remain.

## **Other Various NCDOT Units:**

Currently, as part of NCDOT's overarching Product Evaluation Program (PEP), there are several NCDOT Units that manage their own respective approved or qualified products lists. These Units include, but are not limited to, Materials and Tests, Signals Management, Geotechnical Engineering, and Signing and Delineation. For more information and links to these lists, refer to the PEP [website](#).

## **Oversight Committee:**

Role: The Department has adopted the use of a the Innovative Technologies and Products Oversight Committee to make final decisions on product appeals and resolve non-consensus TWG issues as necessary. This is one of the committee's numerous roles and responsibilities and will be utilized only when necessary to:

- Make final decisions on product appeals
- Resolve non-consensus TWG issues
- Recommend program improvements

## **5.5 PEP Processes**

Products submitted to NCDOT for evaluation must meet the following criteria:

- The vendor must use the most recent PEP Application and submit electronically;
- The vendor must identify the proposed use of the product or technology;
- The product or technology must be directly related to the transportation system; and,
- The product or technology must be fully developed, marketable, and commercially available.

### **Applications:**

The vendor must complete the PEP Application form, including all required fields, and include any supporting documentation. If an application is incomplete, the vendor will be notified in writing by the PEP Engineer to provide missing information within 30 days of notification. If the submittal package is still incomplete after 30 days, the product will not be considered for any further review. The vendor must submit a new PEP Application submittal to be considered for future evaluation.

### **Samples:**

Product samples should not be submitted with the Application. NCDOT may request product samples later in the process. If requested, the vendor will have 30 days to submit a product sample. Should the vendor fail to submit the product sample within 30 days, the product will not be considered for further review. The vendor must submit a new PEP Application submittal to be considered for future evaluation.

The following is a general description of the PEP Process:

#### **1. Receipt and Distribution of PEP Application**

- Upon receipt of a PEP Application, the PEP Engineer determines if the product should be evaluated for possible inclusion on the main APL. If not, it is transferred to the appropriate Unit to evaluate for possible inclusion on their own respective approved or qualified products lists and they notify the vendor of the decision.

- If the product will be evaluated for possible inclusion on the main APL, the PEP Engineer will acknowledge receipt of the Application to the vendor in writing and assign an identification number and status code designation of “Under Evaluation” in APL database.
- The PEP Engineer will process the Application and forward to the appropriate TWG for evaluation.

## **2. Evaluation Process**

- Technical Work Group (TWG) determines if product meets NCDOT Standard Specifications.
- If product meets NCDOT Standard Specifications, TWG performs evaluation to determine if the product is “Unapproved”, “Approved”, or “Approved for Provisional Use”.
- If product does not meet NCDOT Standard Specifications, TWG determines if the product is needed.
- If TWG determines that the product is needed, TWG performs evaluation to determine if the product is “Unapproved”, “Approved”, or “Approved for Provisional Use”.
- If TWG determines the product is not needed, the product is “Unapproved”
- If TWG requests additional information from the vendor, the vendor will have 30 days to comply with the request. If the vendor does not respond within 30 days, the product will not be considered for any further review and the vendor must submit a new PEP Application submittal to be considered for future evaluation. If the vendor requests additional time to submit the requested information, it will be at the discretion of the PEP Engineer to grant additional time.
- If the TWG determines the product needs to be field tested as part of the evaluation process, the product status will remain “Under Evaluation” for the duration of the field testing. Subsequent performance feedback will be evaluated to determine final product status. While the Department may locate field test sites on occasion, generally it is the vendor’s responsibility to locate a suitable field test site and obtain the Department’s approval of this site. PEP Engineer will communicate the specific requirements of field testing to the vendor on a per product/project basis. PEP Engineer will track products being field tested.
- TWG notifies PEP Engineer of decision on product status.
- PEP Engineer updates product status in APL database.
- Vendor is notified in writing of product status.

## **3. Appeals Process**

- If vendor does not agree with the determined product status, the vendor may elect to appeal the product status. The vendor must appeal in writing to the PEP Engineer within 30 days of product status notification and the appeal must include new or additional product information.

- PEP Engineer determines if the appeal documentation is complete.
- If appeal documentation is complete and contains pertinent additional information, the PEP Engineer will forward appeal package to TWG for re-evaluation. (If appeal documentation is not complete or does not contain pertinent additional information, the PEP Engineer notifies vendor that the original product status stands.)
- While maintaining the original product status, the TWG performs a re-evaluation to determine if the product status should be changed.
- TWG notifies PEP Engineer of decision on product status.
- If product status has changed, PEP Engineer updates product status in APL database.
- PEP Engineer notifies vendor in writing of the TWG's decision of the product status.
- If vendor does not agree with the re-evaluated product status, the vendor may elect to appeal the product status for a second and final time. The vendor must appeal to the PEP Engineer electronically within 30 days of product status notification.
- PEP Engineer submits all product evaluation documentation to Oversight Committee for final decision on product status.
- Oversight Committee notifies PEP Engineer of final product status decision.
- PEP Engineer notifies vendor in writing of the Oversight Committee's final decision of the product status.
- Oversight Committee decisions are final and no further appeals will be considered.

During the evaluation process, the TWG may request a meeting with the vendor to further discuss the product. Should the vendor fail to respond to this meeting request within 30 days, the product will not be considered for further review. The vendor must submit a new PEP Application submittal to be considered for future evaluation.

If the vendor requests to meet with the Department, the PEP Engineer will relay this to the TWG and it will be up to the discretion of the Department if a meeting is warranted.

Vendors may not "drop by" for unannounced, unscheduled visits with the PEP Engineer. A meeting must be scheduled and approved in advance.

## ***5.6 Outputs and Reports***

The PEP provides a central point of contact for vendors to pursue possible incorporation of their products and technologies by NCDOT. There are numerous communications, notifications, and reports that are generated through the PEP in regards to maintaining the APL and the product evaluation process.

Reference Section 5.5 above for specifics regarding the outputs and reports as they apply to the PEP.

### ***5.7 Program Evaluation***

The processes and procedures of the PEP are evaluated throughout the year. A primary goal of the PEP is to consistently evaluate all facets of the Program to ensure that it is serving the Department and, ultimately the citizens of North Carolina, in the most efficient and effective manner possible.

Revisions to the Program will be reflected in the Value Management Program Guidelines that are updated on an annual basis. This re-evaluation process will provide the Department an opportunity to modify this Program as necessary to incorporate any changes that will enable the Program to operate in a more effective manner.

The PEP conducts an annual “State of the PEP” meeting with all the TWGs to evaluate how the Program is operating and to determine if there are any process changes that need to be incorporated.

### ***5.8 Recertification***

The Recertification Process will occur annually to ensure the Department’s main APL is kept up to date with current product and contact information. All vendors with products with an “Approved” or “Approved for Provisional Use” status must recertify their product on an annual basis by the 31<sup>st</sup> of January. If a recertification is not received by January 31<sup>st</sup>, the PEP Engineer will change the product status to VOID and it will no longer be listed on NCDOT’s main APL.

Recertification Notices with detailed requirements will be sent out in November or December of each year via e-mail. The notice will instruct the vendor to visit the PEP webpage and provide instructions for recertification. Information regarding the recertification process will be posted on the Product Evaluation website or available by contacting [productevaluation@ncdot.gov](mailto:productevaluation@ncdot.gov). While recertifying, vendors may choose to include the latest product literature for the Department to keep on file. The PEP Engineer may request additional information during the Recertification process to verify compliance with NCDOT Standard Specifications.

### ***5.9 Change Notification***

If at any time, the company contact information or product or technology information changes for items under evaluation or listed on the APL, the vendor must submit a Product Change Notification Form. Additionally, if the composition of the product or technology changes, the vendor must submit a Product Change Notification Form as soon as practicable stating the specific changes and the

reason for the changes. Based on the submitted information, the product or technology may be re-evaluated.

The Product Change Notification Form is available on the PEP [website](#). Vendors may submit the Product Change Notification Form, including all required fields and any supporting documentation, to update their information on the APL.

### ***5.10 File Retention***

The PEP strives to be a paperless process. In 2012, purging of the hard copy files began. Any “Unapproved” or “VOID” product with a product ID assigned prior to the year 2000 was completely purged. This ensures that any product resubmitted for possible inclusion on the APL will include the most up-to-date information. All other files were purged accordingly; keeping only one scanned copy of pertinent information (i.e. the original application, latest testing data, product status notification, etc.).

The PEP does not accept any hard copy applications or information. All information is stored electronically.

The State of North Carolina’s Records Retention Policy, as well as the NCDOT Value Management Program’s Records Retention Policy will be observed.

### ***5.11 Proprietary Products or Processes***

The PEP assists with compliance with 23 CFR 635.411 and NC General Statutes § 133-3 by tracking and publishing the preconstruction use of proprietary products. The Contract Officer or responsible engineer determines if requiring the APL is sufficient or if the use of “OR APPROVED EQUAL” is needed. Should a proprietary item be approved through the use of a public interest finding and/or experimental product under 23 CFR 635.411 or NC General Statutes § 133-3., the State Value Management Engineer ([valuemanagementunit@ncdot.gov](mailto:valuemanagementunit@ncdot.gov) or 919-707-4810) and the State Contract Officer (919-707-6900) shall be notified so this information can be tracked and published on the Product Evaluation Program website, <https://connect.ncdot.gov/resources/Products/Pages/default.aspx>.

### ***5.12 Recycled Content***

The PEP requests recycled content information on all products or technologies submitted for evaluation to the APL. This effort is to assist with the Resource Conservation Program (RCP) found in Section 6.0 of these guidelines. Providing recycled content information allows NCDOT to estimate the quantity of recycled materials incorporated into our transportation infrastructure.



### ***5.13 Internal NCDOT Inventions***

The PEP is currently coordinating with various Departmental staff to establish a review process to evaluate inventions and new technologies developed or used by NCDOT staff. It is anticipated that these various inventions and technologies will be for NCDOT use only and may appear on the APL as a new technology.

### ***5.14 Program Disclaimer***

Acceptance of a product or technology for evaluation by NCDOT is in no way a commitment to purchase, recommend, or specify the product or technology reviewed, regardless of its performance. The vendor shall be responsible for all liabilities and injuries caused by any defect in the design, manufacturing, and/or labeling of their products or technologies. The vendor is responsible for keeping NCDOT informed of any changes in the product composition or company structure and contact information. Any changes without proper notification may result in changing the product status to “Unapproved.”



## 6.0 Resource Conservation Program (RCP)

### 6.1 Purpose

The purpose of the Resource Conservation Program (RCP) is to promote the use of recycled and solid waste by-products and the reuse of materials in the construction and maintenance of the state's multi-modal system in accordance with the NC General Statute (G.S.) 136-28.8. See below for a copy of G.S. 136-28.8.

#### **§ 136-28.8. Use of recycled materials in construction:**

- (a) It is the intent of the General Assembly that the Department of Transportation continue to expand its use of recycled materials in its construction and maintenance programs.
- (b) The General Assembly declares it to be in the public interest to find alternative ways to use certain recycled materials that currently are part of the solid waste stream and that contribute to problems of declining space in landfills. The Department shall, consistent with economic feasibility and applicable engineering and environmental quality standards, use:
  - (1) Rubber from tires in road pavements, subbase materials, or other appropriate applications.
  - (2) Recycled materials for guard rail posts, right-of-way fence posts, and sign supports.
  - (3) Recycling technology, including, but not limited to, hot in-place recycling, in road and highway maintenance.
- (c) As a part of its scheduled projects, the Department shall conduct additional research, which may include demonstration projects, on the use of recycled materials in construction and maintenance.
- (d) The Department shall review and revise existing bid procedures and Standard Specifications to eliminate any procedures and Standard Specifications that explicitly discriminate against recycled materials in construction and maintenance, except where the procedures and Standard Specifications are necessary to protect the health, safety, and welfare of the people of this State.
- (e) The Department shall review and revise its bid procedures and specifications on a continuing basis to encourage the use of recycled materials in construction and maintenance and shall, to the extent economically practicable, require the use of recycled materials.

- (f) All agencies shall cooperate with the Department in carrying out the provisions of this section.
- (g) On or before October 1 of each year, the Department shall report to the Division of Environmental Assistance and Outreach of the NC Department of Environmental Quality, NCDEQ (formerly the NC Department of Environment and Natural Resources, NCDENR) as to the amounts and types of recycled materials that were specified or used in contracts that were entered into during the previous fiscal year. On or before December 1 of each year, the Division of Environmental Assistance and Outreach shall prepare a summary of this report and submit the summary to the Joint Legislative Commission on Governmental Operations and the Joint Legislative Transportation Oversight Committee. The summary of this report shall also be included in the report required by G.S. 130A-309.06(c).
- (h) The Department, in consultation with the NCDEQ, shall determine minimum content standards for recycled materials.
- (i) This section is broadly applicable to all procurements by the Department if the quality of the product is consistent with the requirements of the bid specifications.
- (j) The Department may adopt rules to implement this section. (1989, c. 784, s. 6; 1993, c. 256, s. 3; 1995 (Reg. Sess., 1996), c. 743, s. 9; 1997-443, s. 11A.119(a); 1999-237, s. 27.4; 2001-452, s. 3.6; 2010-31, s. 13.1(e).

## **6.2 Goals**

The goal of the Resource Conservation Program (RCP) is to meet the requirements of G.S. 136-28.8 through the research, investigation, scoping and identification of highway construction resource conservation opportunities.

## **6.3 Definitions**

See the Acronyms and Definitions Section of the VMP Guidelines.

## **6.4 Roles and Responsibilities**

The use of recycled products on NCDOT projects can be initiated by various Departmental staff including the State Value Management Engineer, Resource Conservation Program Engineer, Recycled Products Taskforce, State Roadway Design Engineer (Design-Bid-Build Projects), Transportation Program Management Unit Director (Design-Build Projects), Contractors, and Division Engineers.

### **Resource Conservation Program (RCP) Engineer:**

Role: Manage and monitor the Resource Conservation Program (RCP) and identify opportunities where recycled products can be used.

Responsibilities:

- Provide liaison to the Recycled Products Taskforce.
- Review new projects to determine where recycled products may be used.
- Research and evaluate new and innovative ways to incorporate recycled products into NCDOT transportation projects.
- Serve as a resource to other operating units throughout NCDOT, other agencies, and the general public in advocating and promoting the use of recycled products.

### **Recycled Products Taskforce:**

Role: To serve as a central point of contact for various agencies, municipalities, or industries to propose, evaluate and assess the use of new and innovative recycled products.

Note: Individual Taskforce members may change as necessary, but the established Unit representation will remain as summarized above.

### **State Roadway Design Engineer:**

Role: For traditional Design-Bid-Build Projects lead in initiating, approving, and incorporating the use of recycled products and manage their use.

Responsibilities:

- Make final decisions on recycled products used
- Incorporate recycled product special provisions into bid documents
- Incorporate recycled product use into Project Commitments ('Green Sheets')
- Incorporate recycled product use as a % of total contract cost

### **Transportation Program Management Unit Director:**

Role: For Design-Build Projects lead in initiating, approving, and incorporating the use of recycled products and manage their use.

Responsibilities:

- Make final decisions on recycled products used
- Incorporate recycled product use as a % of total contract cost

- Incorporate recycled products into Request for Proposals (RFP's)
- Incorporate recycled products into the contract as Alternate Bid(s)

### **Contractors (Post-Let):**

Role: For Design-Bid-Build Projects, after the contract has been awarded, the Contractor can choose to initiate the use of recycled products in accordance with Section 104-13 (January 2012) of the Standard Specifications for Roads and Structures.

#### **Responsibilities:**

- Submit statement to request modification of contract be made as a recycled products proposal
- Provide a description of differences between the existing contract requirements and the proposed modification and the comparative advantages and disadvantages of each
- Provide a complete drawing of the details covering the proposed modifications and supporting computations in the submittal
- Provide an itemized list of the contract requirements that would be modified along with a recommendation of how to make each modification.
- Provide a detailed estimate of the cost of performing the work under the proposed modification
- Provide a statement of the time by which approval of the proposal shall be issued by NCDOT to maintain the completion date of the contract

If a new product is not on the Qualified Recycling Products List, the necessary changes will be effected by Supplemental Agreement.

Note: See paragraphs (A), (B), and (C) of the Standard Specifications (Section 104-13) for further details and requirements.

The Department reserves the right to reject at its discretion any recycled products proposal and will not be liable to the Contractor for failure to accept or act upon any recycled products proposal submitted nor for any delays to the work attributable to any third party claims, or fines that may be levied as a result of the Contractor's decision to use targeted recycled products.

### **Division Engineers:**

Role: Division Engineers shall have the right to initiate, propose, and approve/deny the use of recycled products for any projects within their respective Division so long as the approval/denial is not unreasonably granted or withheld. In addition, the use of recycled products and/or materials that are incorporated as part of the respective Division's maintenance operations shall be used at the Division Engineer's discretion.

## **6.5 Processes**

See Section 6.4 above for current practices as they apply to RCP process.

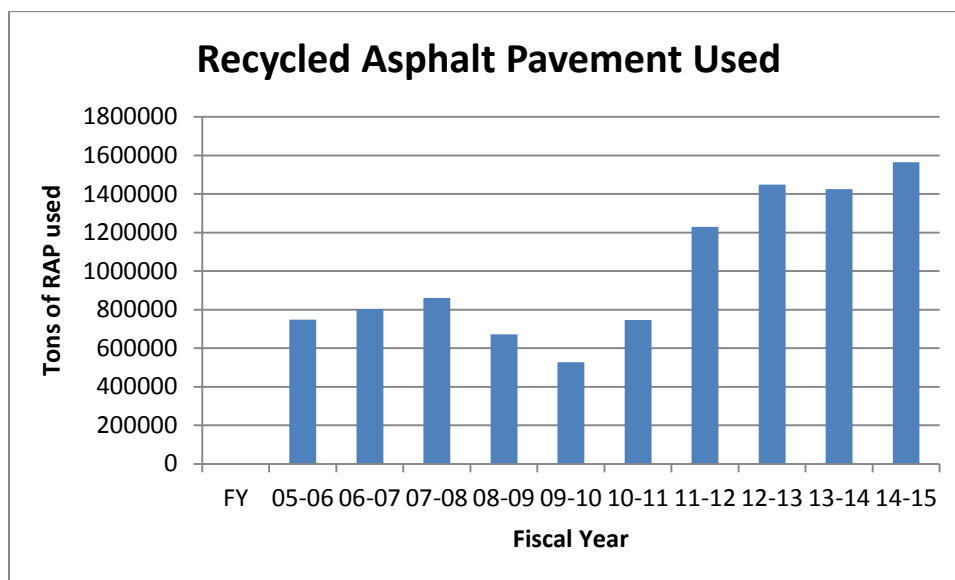
## **6.6 Outputs and Reports**

Over the past twenty years, NCDOT has utilized a variety of recycled products and solid waste materials including scrap tires, coal ash, recycled plastics, recycled glass, recycled asphalt, and recycled concrete on construction and maintenance projects in all 14 Highway Divisions across the state. The NCDOT Resource Conservation Program in Value Management has an extensive amount of data regarding efforts of the Department to reduce impacts to North Carolina landfills.

The RCP coordinates with all 14 Divisions, NCDEQ, and other NCDOT Units to prepare the annual Reduce, Reuse, and Recycle Report that details the numerous efforts made by the Department in response to G.S. 136-28.8. Notice needs to be sent to the Divisions July 1 that the Divisions Reduce, Reuse and Recycle Report is due August 1 to give time for the information to be compiled and then sent to NCDEQ for the final 3R Report to the Legislature.

On the following pages is an overview of three types of recycled products which the Department has used on a regular basis over the past five years. These recycled products are asphalt pavement, coal ash as a concrete mix additive, and plastic guardrail off-set blocks.

**Reclaimed Asphalt Pavement (RAP):** Reprocessed pavement materials containing asphalt and aggregates generated when asphalt pavements are removed for reconstruction, resurfacing, or to obtain access to buried utilities. The most frequent application is the re-use of the RAP to produce recycled hot-mix asphalt (HMA). NCDOT's Standard Specifications allow that RAP may constitute up to 50% of the total material used in recycled asphalt mixtures although it typically ranges between 6% and 15% (with the balance of the mix being made up of 'virgin' materials). Most of the RAP used by NCDOT is for repair work and shoulder construction although there is good potential to use it on resurfacing contracts in the future. The rolling average use since 1989 has been over 225,000 tons per year and since 2005, it has been considerably higher. This trend is expected to continue given the rising prices of 'virgin' asphalt.

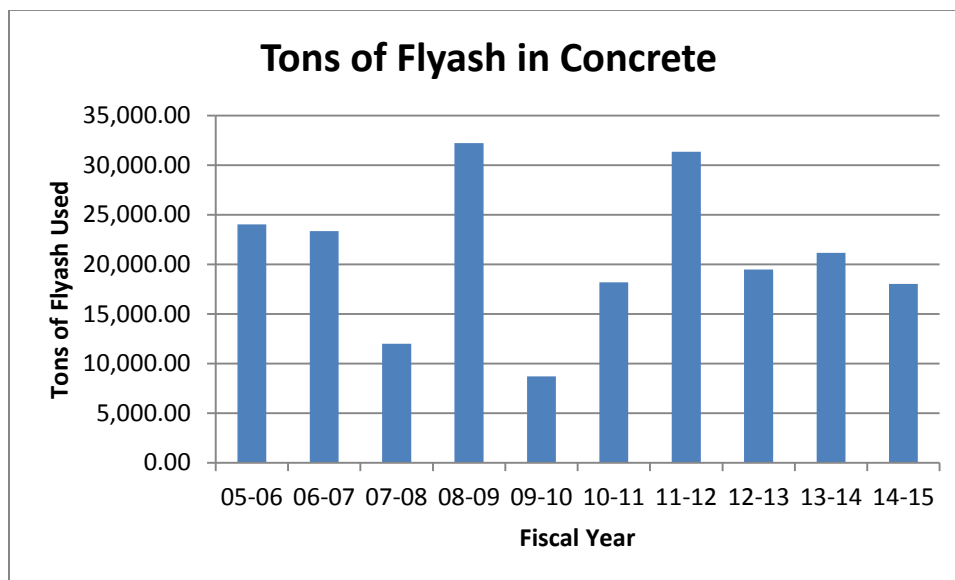


**Fly Ash (Concrete Mix Additive):** For many years it has been an industry-wide practice to use fly ash in concrete mixes as a substitute for Portland Cement and to increase the plasticity and workability of the wet concrete. Because Portland Cement is a commodity that is becoming scarcer and more costly, the use of fly ash in its place has been steadily increasing and since at least 1994, NCDOT has been specifying fly ash in concrete mixes. Although its use remained fairly consistent between 1994 and 2005, it peaked in 2006 through 2008. It is believed that between 2006 and 2008, the cost of concrete came down to a level comparable to asphalt and so many projects constructed in this time frame used concrete instead of asphalt. Although the use of concrete tailed-off considerably after 2008, its use has been steadily increasing over the past 2 years.

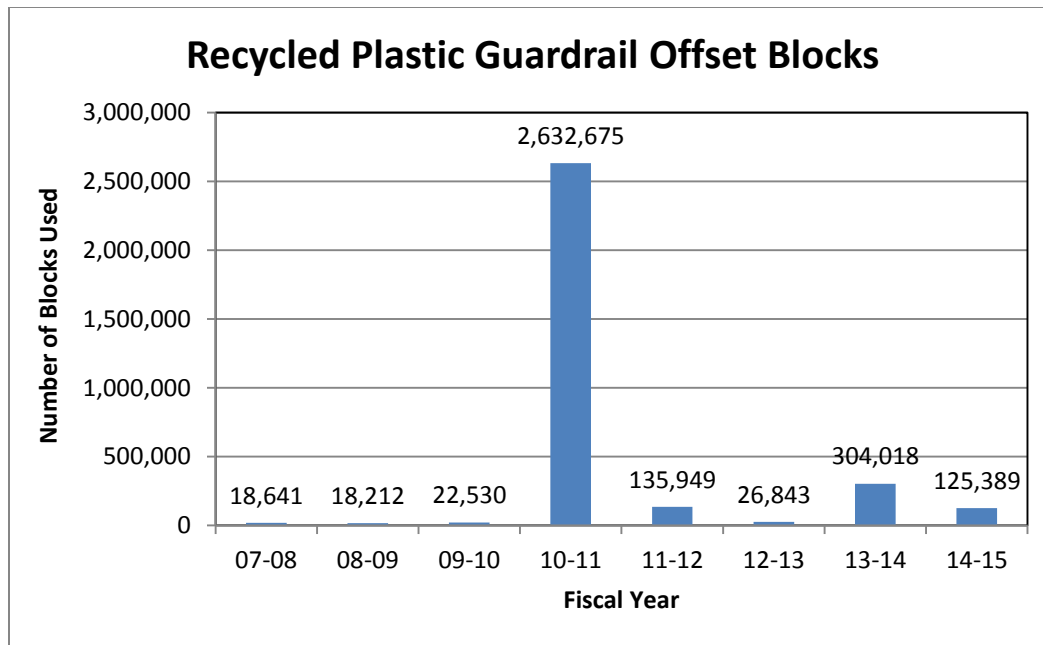
In addition, beginning in the May 2015 letting for NCDOT Projects, fly ash will be allowed once again in fill material for embankments. The Special Provision pertaining to this change may be found at:

<https://connect.ncdot.gov/resources/specifications/pages/specifications-and-special-provisions.aspx> and search for SP02 R70.

To provide additional information regarding coal ash, it is important to understand the differences between coal ash-fly ash vs. bottom ash. Coal ash is the residue or byproduct of burning coal in an electrical power plant. The lighter, finer ash (dust size) that goes up the smoke stack and is electrostatically removed is called fly ash. Fly ash is bagged and stored dry in a silo. Fly ash is what is used to replace a portion of Portland Cement in concrete due to its pozzolanic properties (increases hardness). Fly ash can also be used in flowable fill. The ash that falls to the bottom of the smoke stack is coarser (sand size) than the fly ash and is referred to as bottom ash and ends up stored in wet ponds. This bottom ash can be used for structural fills.



**Recycled Plastic Guardrail Off-Set Blocks:** Since at least 1997 (when tracking began), NCDOT has utilized recycled plastic guardrail off-set blocks in place of wood blocks. This practice has been used on a consistent basis and between 2008 and 2010 its use has increased. This trend is expected to continue to the point that the use of recycled plastic guardrail off-set blocks may likely become standard practice and the use of wood blocks will become more limited. Using recycled plastic guardrail off-set blocks preserves a natural resource in wood and allows the use of certain post-consumer plastic waste materials that would otherwise be sent to landfills. In addition to the off-set blocks, NCDOT has also used recycled plastic fence posts and recycled plastic delineator posts on a number of projects and this use is expected to continue as well.



## 6.7 Program Evaluation

The processes and procedures of the RCP are evaluated throughout the year. A primary goal of the RCP is to consistently evaluate all facets of the Program to ensure that it is serving the Department and, ultimately the citizens of North Carolina, in the most efficient and effective manner possible.

Revisions to the Program will be reflected in the Value Management Program Guidelines that are updated on an annual basis. This re-evaluation process will provide the Department an opportunity to modify this Program as necessary to incorporate any changes that will enable the Program to operate in a more effective manner.



## **7.0 Constructability Review Program (CRP)**

### **7.1 Purpose**

The primary purpose of the Constructability Review Program (CRP) is to gather an experienced team of engineers and construction contractors to identify, examine, and resolve constructability challenges before a project is let for construction. The discussion and recommendations developed during Constructability Reviews are primarily focused on ensuring that the project's design is constructible. The Program provides planning/design engineers and construction contractors the opportunity to view a project design from a different perspective and, through a potential site visit, gain better knowledge of the existing conditions and unique project challenges. Planning/design engineers involved with Constructability Reviews will also have the opportunity to learn about common constructability issues faced in the field.

### **7.2 Goals**

The primary goal of the CRP is to reduce project risk by identifying and solving constructability challenges before projects are let for construction. By examining these challenges during a Constructability Review, benefits could include project design improvements, project cost savings, accelerated incorporation of new materials and construction techniques, improved constructability, reduced environmental impacts, reduced project schedules, reduced project risk, and improved transportation infrastructure operations. The CRP also aims to record the various recommendations developed during Constructability Reviews. Using this analysis, the CRP and the VEP will relay any common recommendations or discussions to the planning/design engineers to incorporate into future designs.

### **7.3 Definitions**

See the Acronyms and Definitions Section of the VMP Guidelines.

### **7.4 Roles and Responsibilities**

#### **State Value Management Engineer**

The State Value Management Engineer is responsible for supporting the CRP Engineer with the management of the CRP. The responsibilities for this position include, but are not limited to, reviewing potential projects, presenting CRP information to upper management, facilitating Constructability Reviews, and using performance measures to track the effectiveness of the CRP.

#### **CRP Engineer**

The CRP Engineer is responsible for the overall management of the CRP. This position is the main contact for anyone with questions regarding the CRP. The responsibilities for this position include program monitoring, maintaining the CRP procedures and guidelines, identifying and scheduling projects for review, assembling effective constructability review teams, coordinating with various Business Units to gather project information and identify constructability challenges, coordinating with the Carolina's Chapter of the Associated General Contractors to have contractor representation in Constructability Reviews, gathering and distributing meeting materials, facilitating Constructability Reviews, recording and distributing the meeting minutes, and recording the recommendations in order to track common trends.

### **Constructability Review Team (CR Team)**

The Constructability Review Team (CR Team) is selected from NCDOT engineers and construction contractors and will analyze the materials provided by the CRP Engineer, discuss the project, and develop possible solutions to any constructability challenges during the Constructability Review. Members of the CR Team should be familiar with the project and have the appropriate level of expertise to address the constructability issues.

### **Association of General Contractors (AGC)**

The AGC is responsible for selecting construction contractors to attend Constructability Reviews. The AGC will select contractors based on their experience with the type of work associated with the project being reviewed and the overall experience of the contractors. Depending on the stage and the scope of the project, one to four contracting firms may be asked to attend.

## **7.5 CRP Processes**

### **Project Selection**

The CRP Engineer continuously monitors the 5 Year Work Plan Let List for projects that have a combined estimate greater than \$10M. This list of projects will then be reviewed to determine what stage each project is at in the design life cycle. Projects just before the 65% plan milestone are earmarked and discussed with PDEA, Roadway Design, Traffic Management, and/or the Division Construction Engineer. Projects from this list that have potential constructability issues are chosen and scheduled for Constructability Reviews. Projects may also be brought to the attention of the CRP Engineer, regardless of its location in the planning/design life cycle, if a Constructability Review would benefit the project. The CRP aims to schedule between 10 and 12 Constructability Reviews in a given State Fiscal Year.

### **CR Team Selection**

Constructability Reviews utilize a multi-disciplined team of Department Engineers and Private Construction Contractors to provide input on the constructability challenges associated with each project. Team participants are generally selected based on their individual experience and their level of familiarity with the project, with those being most familiar with the project being included in the CR Team. Planning/design engineers as well as Unit Heads and Assistant Unit Heads may be included in a CR based on the importance of the project.

Construction Contractors are invited through the AGC and are selected based on their background with the type of work included in the scope of the project. For the majority of the projects three construction firms are invited to take part in the constructability review. For larger, more complex projects, up to four construction firms may be invited. Internal Constructability Reviews, which have no contractor representation, may also be scheduled.

### **Pre-Review**

For each review, the CRP Engineer coordinates with the Roadway Design, Structures Management, Hydraulics, Geotechnical Engineering and Traffic Management Units to gather pertinent project information and materials that will be used in the review. These materials will be distributed to the individual team members along with a Constructability Review Agenda. The CRP Engineer will handle the necessary logistics for the study such as, conference room reservation, equipment reservations, and arranging for transportation to the job site if applicable, etc.

### **During Review**

The focus of each Constructability Review will vary greatly depending on the unique challenges associated with each project. The Constructability Review Agenda will include all challenges identified by the Division Construction Engineers, Roadway Design, Engineers, Structures Management Engineers, Traffic Management Engineers, and the CRP Engineer prior to the meeting, as well as block time for the construction contractors to share any ideas or concerns they have with the current design.

The duration of Constructability Reviews will depend on the individual nature of the project. Typical Constructability Reviews are scheduled for a half day of discussion. Larger projects with many constraints or Constructability Reviews that require a site visit may be scheduled for a day of discussion.

### **Post-Review**

The CRP Engineer will write meeting minutes which summarize the results of the Constructability Review, identifies the recommendations developed during the Review, and assigns any action items suggested by the CR Team.

## ***7.6 Outputs and Reports***

After the completion of a Constructability Review, a summary of the meeting, recommendations, and action items are compiled into Constructability Review meeting minutes. These minutes will be completed and distributed to the meeting attendees no later than ten (10) business days after the conclusion of the Constructability Review.

## ***7.7 Program Evaluation***

The processes and procedures of the CRP are evaluated throughout the year. The CRP Engineer strives to consistently evaluate all facets of the Program to ensure that it is serving the Department and, ultimately the citizens of North Carolina, in the most efficient and effective manner possible. Each Constructability Review performed will be evaluated by the participants immediately following its conclusion, and the comments generated will be used to improve the Program to provide more value to the Department. Revisions to the Program will be reflected in the Value Management Program Guidelines that are updated on an annual basis. This re-evaluation process will provide the Department an opportunity to modify this Program as necessary to incorporate any changes that will enable the Program to operate in a more effective manner.

## **8.0 Construction Assessment Program (CAP)**

### **8.1 Purpose**

The purpose of the Construction Assessment Program (CAP) is to be a liaison between the Planning/Design Engineers and the Construction Unit in an effort to incorporate lessons learned during construction into future designs. These lessons learned include vital information related to construction techniques, materials, standard details and designs, etc. It allows for NCDOT to adjust future cost estimates and, update standards, and change policies to continuously strive to be an effective organization that works well.

### **8.2 Goals**

The goal of the CAP is to provide the means to capture lessons learned post construction so that they can be taken back to the planners/designers for future incorporation. Additionally, when trends are identified, changes could be incorporated into the Department's Standard Specifications and policies.

### **8.3 Definitions**

See the Acronyms and Definitions Section of the VMP Guidelines.

### **8.4 Roles and Responsibilities**

See Section 8.5 below for current roles and responsibilities as they apply to the CAP.

### **8.5 CAP Processes**

The CAP Manager is coordinating with the Construction Unit to identify the best way to capture the lessons learned and bridge this information to planners and designers. A formalized process is under development. Ideas being generated to develop this Process include onsite project visits which include planning and design staff, quarterly regional meetings with the division pairings to discuss multiple projects, the use of existing construction reports (CQI, overrun report), electronic feedback forms, etc. These sources will allow the CAP Manager to identify trends which need to be incorporated into designs.

### **8.6 Outputs and Reports**

The CAP Engineer reviews the overrun report generated by the Construction Unit and identifies trends in quantity over/underruns.

Each month, a report is generated from SAP and posted to NCDOT Workplace listing all the post let projects with an award of more than \$10M. Based on assessment of this report, the CAP Engineer will periodically choose projects from this list to perform a Construction Assessment.

When a Construction Assessment is performed, the CAP Engineer will compose a report summarizing the lessons learned to distribute to the appropriate Department personnel.

In the VMP year-end report, the CAP Engineer will include a report of how many Construction Assessments were held, what the outcomes were, and how many of the suggestions or comments resulted in policy changes. The CAP Engineer will also provide a report summarizing the number of feedback forms submitted by contractors and Resident Engineers.

## ***8.7 Program Evaluation***

The processes and procedures of the CAP are evaluated throughout the year. A primary goal of the CAP is to consistently evaluate all facets of the program to ensure that it is serving the Department and, ultimately the citizens of North Carolina, in the most efficient and effective manner possible.

Revisions to the program will be reflected in the Value Management Program Guidelines that are updated on an annual basis. This re-evaluation process will provide the Department an opportunity to modify this Program as necessary to incorporate any changes that will enable the Program to operate in a more effective manner.

## **Appendix A – FHWA CFR 23 Part 627 – Value Engineering**

### **§ 627.1 Purpose and applicability.**

(a) This regulation will establish a program to improve project quality, reduce project costs, foster innovation, eliminate unnecessary and costly design elements, and ensure efficient investments by requiring the application of value engineering (VE) to all Federal-aid highway projects on the National Highway System (NHS) with an estimated cost of \$25 million or more.

(b) In accordance with the Federal-State relationship established under the Federal-aid highway program, State Transportation Departments (STDs) shall assure that a VE analysis has been performed on all applicable projects and that all resulting, approved recommendations are incorporated into the plans, specifications and estimate.

### **§ 627.3 Definitions.**

**Project.** A portion of a highway that a State proposes to construct, reconstruct, or improve as described in the preliminary design report or applicable environmental document. A project may consist of several contracts or phases over several years.

**Value engineering.** The systematic application of recognized techniques by a multi-disciplined team to identify the function of a product or service, establish a worth for that function, generate alternatives through the use of creative thinking, and provide the needed functions to accomplish the original purpose of the project, reliably, and at the lowest life-cycle cost without sacrificing safety, necessary quality, and environmental attributes of the project.

### **§ 627.5 General principles and procedures.**

(a) State VE programs. State Transportation Departments must establish programs to assure that VE studies are performed on all Federal-aid highway projects on the NHS with an estimated cost of \$25 million or more. Program procedures should provide for the identification of candidate projects for VE studies early in the development of the State's multi-year Statewide Transportation Improvement Program.

(1) Project selection. The program may, at the State's discretion, establish specific criteria and guidelines for selecting other highway projects for VE studies.

(2) Studies. Value engineering studies shall follow the widely recognized systematic problem-solving analysis process that is used throughout private industry and governmental agencies. Studies must be performed using multi-



disciplined teams of individuals not personally involved in the design of the project. Study teams should consist of a team leader and individuals from different specialty areas, such as design, construction, environment, planning, maintenance, right-of-way, and other areas depending upon the type of project being reviewed. Individuals from the public and other agencies may also be included on the team when their inclusion is found to be in the public interest.

- (i) Each team leader should be trained and knowledgeable in VE techniques and be able to serve as the coordinator and facilitator of the team.
  - (ii) Studies should be employed as early as possible in the project development or design process so that accepted VE recommendations can be implemented without delaying the progress of the project.
  - (iii) Studies should conclude with a formal report outlining the study team's recommendations for improving the project and reducing its overall cost.
- (3) Recommendations. The program should include procedures to approve or reject recommendations and ensure the prompt review of VE recommendations by staff offices whose specialty areas are implicated in proposed changes and by offices responsible for implementing accepted recommendations. Reviews by these offices should be performed promptly to minimize delays to the project.
- (4) Incentives. The program may include a VE or cost reduction incentive clause in an STD's standard specifications or project special provisions that allow construction Contractors to submit change proposals and share the resulting cost savings with the STD.
- (5) Monitoring. The program should include procedures for monitoring the implementation of VE study team recommendations and VE change proposal recommendations submitted by construction Contractors.
- (b) State VE coordinators. Individuals knowledgeable in VE shall be assigned responsibilities to coordinate and monitor the STD's program and be actively involved in all phases of the program.
- (c) Use of consultants. Consultants or firms with experience in VE may be retained by STDs to conduct the studies of Federal-aid highway projects or elements of Federal-aid highway projects required under §627.1(a) of this part. Consultants or firms should not be retained to conduct studies of their own designs unless they maintain separate and distinct organizational separation of their VE and design sections.



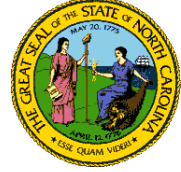
(d) Funding eligibility. The cost of performing VE studies is project related and is, therefore, eligible for reimbursement with Federal-aid highway funds at the appropriate pro-rata share for the project studied.

(e) In the case of a Federal-aid design-build project meeting the project criteria in 23 CFR 627.1(a), the STDs shall fulfill the value engineering analysis requirement by performing a value engineering analysis prior to the release of the Request for Proposals document.

## Appendix B – NCDOT VMP Policy



### North Carolina Department of Transportation Value Management Unit



# Value Management Program Policy

November 15, 2011

## Policy Statement

It is the policy of the North Carolina Department of Transportation to administer the Value Management Program (VMP) on a statewide basis to ensure the prudent use of funds and resources on transportation infrastructure projects. The VMP provides the Department a centralized management group that focuses on establishing Departmental procedures to pursue cost efficiencies, mitigate project risks, standardize product approvals, utilize resource conservation opportunities, and incorporate the consideration of construction methodologies throughout the planning, design, construction, and maintenance stages of transportation infrastructure projects.

The North Carolina Department of Transportation Value Management Program is composed of multiple interrelated department-wide programs working together to serve the Department as a vital resource and information clearinghouse. Because of the broad range of responsibilities within the Value Management Program, the guidelines providing procedures and processes for each individual program have been established in a document titled "NCDOT Value Management Program Guidelines." An annual review of these guidelines ensures the programs are functioning effectively and efficiently and the updated guidelines are published at the end of each calendar year.

## Goals & Objectives

The primary goal of the VMP is to serve the Department by providing valuable information to the appropriate planning, design, construction, and maintenance staff at the opportune time to ensure the effective use of statewide resources.

The major objectives of the VMP are:


- To provide the means for the NCDOT to utilize value engineering techniques at each major decision point within the project development process.

- To seek design improvements, project cost savings, accelerated incorporation of new materials and construction techniques into projects, improved constructability, reduced environmental impacts, accelerated project schedules, reduced project risk, and improved transportation infrastructure operations.
- To provide the means for the Department to efficiently implement lessons learned throughout the VE process into project planning, design, construction, and maintenance throughout the state.
- To provide the Department an effective resource to evaluate products for possible approval for use on statewide projects within NCDOT right of way.
- To train the Department on Value Management.

## Department Approval

Given the growing population of North Carolina and the changing needs of its citizens, it is imperative that the Department embrace the importance of value management principles. The ability to maximize the effectiveness of tax payer dollars is paramount to the Department's success in providing efficient, safe, and reliable transportation to the citizens of North Carolina and the communities it serves.

The North Carolina Department of Transportation Value Management Program Policy is approved by:



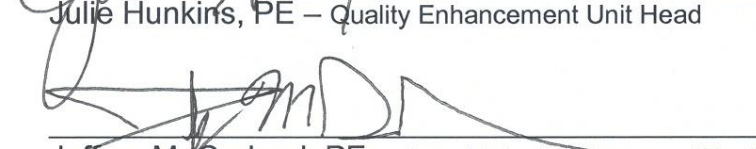
Terry R. Gibson, PE – State Highway Administrator



J. Victor Barbour, PE – Administrator of the Technical Services Division



Julie Hunkins, PE – Quality Enhancement Unit Head



Jeffrey M. Garland, PE – State Value Management Engineer

## **Appendix C – Value Management Retention Guidelines**

### **North Carolina Department of Transportation Value Management Records Archiving and Retention Policy**

**Draft 3 (3/3/2015)**

#### **1. Purpose**

Provide a comprehensive procedure for the correct archiving and retention of Value Management (VM) records to promote efficient retrieval and utilization of past and present documentation related to Value Engineering (VE) Studies, Constructability Reviews, Product Evaluations, Resource Conservation, Value Engineering Change Proposals and Construction Assessments.

#### **2. Background**

Per Federal Highway Administration (FHWA) mandate, NCDOT is required to conduct a VE analysis prior to the completion of the final design on each applicable project that utilizes Federal-aid highway funding, and all approved recommendations shall be included in the project's plans, specifications, and estimates. The need to conduct a VE analyses is required on all projects that utilize Federal-aid highway funding with an estimated total cost of \$50 million or more that are located on the National Highway System (NHS), and all bridge projects with an estimated cost of \$40 million or more that are located on or off of the NHS that utilize Federal-aid highway funding (as specified in 23 U.S.C. 106(e)).

The State Value Management Engineer and the Value Management Program Engineer will be responsible for preparing the annual VE report and providing it to FHWA upon request at the end of each Federal Fiscal Year (FFY).

In addition, the purpose of the Resource Conservation Program (RCP) is to promote and manage the use of recycled and solid waste products and materials throughout the statewide system of transportation projects per the requirements of NC General Statute (G.S.) 136-28.8. See below for a copy of G.S. 136-28.8.

#### **§ 136-28.8. Use of recycled materials in construction:**

- (k) It is the intent of the General Assembly that the Department of Transportation continue to expand its use of recycled materials in its construction and maintenance programs.
- (l) The General Assembly declares it to be in the public interest to find alternative ways to use certain recycled materials that currently are part of the solid waste stream and that contribute to problems of

declining space in landfills. The Department shall, consistent with economic feasibility and applicable engineering and environmental quality standards, use:

- 1) Rubber from tires in road pavements, subbase materials, or other appropriate applications.
  - 2) Recycled materials for guard rail posts, right-of-way fence posts, and sign supports.
  - 3) Recycling technology, including, but not limited to, hot in-place recycling, in road and highway maintenance.
- (m) As a part of its scheduled projects, the Department shall conduct additional research, which may include demonstration projects, on the use of recycled materials in construction and maintenance.
- (n) The Department shall review and revise existing bid procedures and Standard Specifications to eliminate any procedures and Specifications that explicitly discriminate against recycled materials in construction and maintenance, except where the procedures and Specifications are necessary to protect the health, safety, and welfare of the people of this State.
- (o) The Department shall review and revise its bid procedures and specifications on a continuing basis to encourage the use of recycled materials in construction and maintenance and shall, to the extent economically practicable, require the use of recycled materials.
- (p) All agencies shall cooperate with the Department in carrying out the provisions of this section.
- (q) On or before October 1 of each year, the Department shall report to the Division of Environmental Assistance and Outreach of the NC Department of Environmental Quality (NCDEQ, formerly NC Department of Environment and Natural Resources, NCDENR) as to the amounts and types of recycled materials that were specified or used in contracts that were entered into during the previous fiscal year. On or before December 1 of each year, the Division of Environmental Assistance and Outreach shall prepare a summary of this report and submit the summary to the Joint Legislative Commission on Governmental Operations and the Joint Legislative Transportation Oversight Committee. The summary of this report shall also be included in the report required by G.S. 130A-309.06(c).
- (r) The Department, in consultation with the NC Department of Environmental Quality (NCDEQ, formerly NC Department of

Environment and Natural Resources NCDENR), shall determine minimum content standards for recycled materials.

- (s) This section is broadly applicable to all procurements by the Department if the quality of the product is consistent with the requirements of the bid specifications.
- (t) The Department may adopt rules to implement this section. (1989, c. 784, s. 6; 1993, c. 256, s. 3; 1995 (Reg. Sess., 1996), c. 743, s. 9; 1997-443, s. 11A.119(a); 1999-237, s. 27.4; 2001-452, s. 3.6; 2010-31, s. 13.1(e).

### **3. Organizational Significance**

- a. FHWA – VE documentation must be retained, as it provides reference and validation to the annual report required by FHWA. This report gives an overview and summary of the Value Engineering Program (VEP) during the previous FFY. Information regarding NC VEP Policy, coordination, guidelines, training, goals & measures, evaluations, reporting, and cost savings are some of the required elements of the report.
- b. North Carolina General Statutes – Resource Conservation documentation must be retained, as it provides reference and validation to the annual report required by G.S. 1316-28.8. This report gives an overview and summary of the recycled products used in construction and maintenance programs during the previous State Fiscal Year (SFY).
- c. NCDOT – Following a structured archiving and retention policy maximizes efficiency of Department funds. The files for all the Value Management Programs (VMP) retained serve as an extensive database of project scenarios and corresponding cost saving techniques to be evaluated in future efforts when deemed appropriate.
- d. Value Management Programs – Evaluation of previous program documentation allows VM to establish a continuous improvement process for future work done within VM.

### **4. Hard Copy Files (if electronic versions are not available)**

Essential documentation must be converted to electronic form prior to disposal of the hard copy. Documentation not essential to VM outcomes will not need to be converted. Essential documentation is described as follows:

Documentation generated in VM including but not limited to study reports, workbooks, team selection correspondence, recommendations, and meeting/outreach materials regarding projects that utilize state and federal-aid funding, shall be retained.

Documentation provided by other NCDOT Unit representatives, team members, or other contributors, that is influential to program recommendations and determinations, shall be retained by the Value Management Program Engineer. Influential documentation shall be clearly identified by the archiver. This documentation includes but is not limited to maps, designs, correspondence, and all information the Value Management Program Engineer deems important.

- a. Storage – Folders shall clearly display the associated study or meeting date(s) and TIP number, as files will be sorted in chronological and alphanumerical order.
- b. Disposal – As specified in 49 CFR 18.42 of the Federal Register, the formal written report shall be retained for at least 3 years after final completion of the project. All contributing material shall be retained for this time as well. All material not retained shall be recycled or returned to the originator of documentation when appropriate.

## **5. Electronic Files**

Electronic documentation generated in VM including but not limited to reports, workbooks, team selection correspondence, recommendations and meeting or study materials associated with projects that utilize state or federal-aid funding shall be retained by the Value Management Program Engineer.

Electronic documentation provided by other NCDOT Unit representatives, team members, or other contributors, influential to meeting or outreach recommendations and determinations, shall be retained by the Value Management Program Engineer. Influential documentation shall be clearly identified as such. This information includes but is not limited to recommendations, maps, designs, correspondence, and all information the Value Management Program Engineer deems important.

- a. Storage – All electronic files will be stored in the appropriate folder and directory
- b. Disposal – All electronic files will be retained permanently.